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CITY COLLEGE OF SAN FRANCISCO

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

NOTICE

REGULAR MEETINGS

THE

BOARD OF TRUSTEES

SAN FRANCISCO COMMUNITY COLLEGE DISTRICT

LOCATION: JOHN ADAMS CAMPUS
1860 HAYES STREET
SAN FRANCISCO, CA. 94117
LIBRARY CONFERENCE ROOM
ROOM- 202

DATE: **THURSDAY, APRIL 24, 2003**

TIME: **5:00PM**

DOCUMENTS DEPT.
APR 14 2003
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PUBLIC LIBRARY

This meeting is normally devoted to Closed Session Topics.

LOCATION: JOHN ADAMS CAMPUS
1860 HAYES STREET
SAN FRANCISCO, CA. 94117
AUDITORIUM

DATE: **THURSDAY, APRIL 24, 2003**

TIME: **6:00PM**

This meeting is normally devoted to Open Session Topics.

SPECIFIC TIMES SUBJECT TO CHANGE.
Call 241-2234 for information.

Members of the public shall have an opportunity to speak in accordance with Government Code 54954.3 and Education Code 72121.5

The San Francisco Community College District does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. Persons who wish to request disability-related accommodations including sign-language interpreters should contact Linda R. Jackson, District ADA Coordinator, Office of Affirmative Action, 31 Gough Street, Room 16, San Francisco, CA, 94103, Phone: (415) 241-2281, Fax: (415) 241-2203. Please request accommodations no later than 12 working days prior to the date of the Board meeting in order to assure the best possible arrangements

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JOHNNIE L. CARTER, JR. • MILTON MARKS III • JULIO J. RAMOS, ESQ. • RODEL E. RODIS • RICHARD CANTORA, STUDENT TRUSTEE
DR. PHILIP R. DAY, JR., CHANCELLOR

3 1223 06447 2476

TO MEMBERS OF THE PUBLIC

The Agenda page and accompanying resolutions have been prepared well in advance of the regularly schedule meeting of the Board of Trustees of the San Francisco Community College District. Please note that Resolution are subject to amendment and replacement. Copies of all resolutions and materials associated with the agenda are available for public inspection and review at the Gough Street Campus (33 Gough Street, San Francisco, Ca. 94103) and also available on the District's website (http://www.ccsf.edu/vcfa).

Members of the public shall have an opportunity to speak in accordance with Government Code 54954.3 and Education Code 72121.5.

You should be aware of the following (Government Code § 54954.2):

1. Additional agenda items to be acted upon by the Board may be posted at 33 Gough street and in the lobby of Conlan Hall at the Phelan Campus at least 72 hours in advance of the regularly scheduled Board Meeting. Resolutions may also be available at the time of posting, but if not, such resolutions will be available at the Board Meeting.

2. Additional agenda items and resolutions, although not posted as in paragraph 1 above, may still be acted upon by the board at the regular meeting:

 a) Upon a determination by a majority vote of the Board that an emergency situation exists, as defined in Government Code § 54956.5. Emergency is defined as work stoppage or other activity which severely impairs public health, safety, or both as determined by a majority of the members of the Board, OR crippling disaster which severely impairs public health, safety or both, as determined by a majority vote of the members of the Board, OR

 b) Upon a determination by a two-thirds vote of the members of the Board present at the meeting or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the District subsequent to the agenda being posted 72 hours in advance of the Board Meeting, OR

 c) The Item was posted 72 hours in advance of a prior meeting of the Board occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.

For Members of the Public:

To facilitate the conduct of business at Board meetings, the following information has been taken from the District's Policy Manual concerning the conduct of Board Meetings.

From PM 1.05 A:

The order of business may be revised at any meeting when, in the discretion of the President, such revision will benefit the public and/or order of the meeting.

From PM 1.05 L:

L. Granting the Privilege of the Floor. A person desiring to speak shall be recognized by the Chair only after complying with the following procedures:

For matters appearing on the agenda, an individual desiring to address the Board must complete a "Request to Address Board" card, completing the information thereon including the subject to be addressed. If there is to be a written report presented, a copy(ies) shall be submitted in advance to the Chancellor.

Any person desiring to address the Board on non-agenda items must also complete the "Request to Address Board" card and will be recognized at the end of the agenda. Only items directly related to District business may be presented.

Cards for these purposes are available in the Office of the Chancellor and also at the Board meeting. Completed cards should be presented to the Board President prior to the beginning of the meeting. As a matter of courtesy, the Board encourages people to notify the Chancellor's Office in advance of the Board meeting of their intention to address the Board. Prior to calling for a vote on an item before the Board, the Presiding Officer shall determine if speaker cards have been submitted for that item. Persons who have submitted cards prior to the consideration of the item shall be called upon by the Presiding Officer. Persons who address the Board may address only the agenda item being considered and shall have up to three minutes for comments. Should another person who has submitted a request to speak card in advance of consideration of the item wish to forego speaking on that item, he or she may grant his or her speaking time to another speaker who has also submitted a request to speak card, but in no event shall any speaker have more than two allotments (totaling up to six minutes) of speaker time on any item. However, in order to facilitate the completion of District business, the Presiding Officer may also limit the total length of time allotted to the speakers on a given topic or agenda item which may reduce the individual speaker's time on that topic or item. Speaking too long, being unduly repetitious, or discussing irrelevancies disrupt the meeting, and may result in the forfeiture of speaking opportunities during that meeting.

The President of the Board reserves the right of determining the order of the speakers and changing the order of the agenda if it will be of benefit to the public and/or the order of the meeting.

Undue interruptions or other interference's with the orderly conduct of Board business cannot be allowed. Defamatory or abusive personal remarks, which disturb or impede the meeting or exceed the bounds of civility necessary to the conduct of District business, are always out of order. However, the Board shall not prohibit public criticism of the policies, procedures, programs, or services of the District, or of the acts or omissions of the Board.

The President may terminate the speaker's privilege of address if after being called to order, he or she persists in improper conduct or remarks, or if the speaker fails to speak on the subject matter for which the privilege of the floor was granted.

No oral presentation shall include charges or complaints against any employee of the Board, or otherwise present information, which does not relate directly to the topic at hand or which disrupts or impedes the meeting. All formal charges or complaints against an employee, for which a specific grievance or complaint process is not otherwise available, shall be in writing and signed by the person making the charge and shall be filed with the Chancellor who shall, after investigation, take or recommend appropriate action. There shall be no oral presentation or discussion of confidential formal charges or complaints in open public meetings of the Board on non-agenda items or unless otherwise required by law.

Comments or presentations made by members of the public to the Board do not necessarily reflect the opinion of the Board or of its individual members, nor does the Board necessarily endorse or sanction such comments or presentations. Persons who address the Board on matters of their choosing are solely responsible for the content of such comments or presentations.

CITY COLLEGE OF SAN FRANCISCO
50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

AGENDA

CLOSED SESSION

BOARD OF TRUSTEES
OF
THE SAN FRANCISCO COMMUNITY COLLEGE DISTRICT

JOHN ADAMS CAMPUS
LIBRARY CONFERENCE ROOM-202
1860 HAYES STREET
SAN FRANCISCO
THURSDAY, APRIL 24, 2003
5:00 P.M.

DOCUMENTS DEPT.
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I. **OPEN SESSION**
Announcement of Closed Session Topics

II. **CLOSED SESSION**

A. **CONFERENCE WITH REAL PROPERTY NEGOTIATORS (G.C. 54956.8)**

Property:	106 Bartlett Street San Francisco, Ca.
Agency Negotiator:	Peter Goldstein
Negotiating parties:	Philip Smith of San Francisco Unified School District
Under Negotiation:	Price and terms of payment

B. **CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION (G. C. 54956.9) (a))**

Balistreri v. City College of San Francisco, et al
San Francisco Superior Court Case # CGC -02-411805

Seligsohn and Castillo v. Day, et al
San Francisco Superior Court Case # CGC-03-41680

Ann T. Clark v. San Francisco Community College District, Philip R. Day as Chancellor, Don Griffin as Vice Chancellor, et al.
San Francisco Superior Court Case # CGC-03-419001

C. **CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION (G.C. 54956.9)**
Significant exposure to litigation pursuant to Gov. Code 54956.9 (b) – three cases

Initiation of litigation pursuant to Gov. Code 54956.9 (c) – one case

D. **PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE (G.C. 54957)**

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DR. PHILIP R. DAY, JR., CHANCELLOR

E. CONFERENCE WITH LABOR NEGOTIATORS (G.C. 54957.6)

1. Agency Designated Representatives: Jeffrey Sloan, Carmen Plaza de Jennings, Steve Hale, and Charles Sakai

Employee Organizations: Service Employees International Union (SEIU) 790, American Federation of Teachers (AFT) 2121, Department Chairperson Council (DCC), and San Francisco Building and Construction Trade Council Unions (SFBCTCU)

2. Agency Designated Representatives: Jeffrey Sloan, Carmen Plaza de Jennings, Steve Hale, and Charles Sakai

Unrepresented Employees: Stationary Engineers, District Designated Managers, Employee Relations Manager, Supervisors, and Confidential Classifications.

III. OPEN SESSION

Disclosure of Board actions from Closed Session, pursuant to Government Code 54957.1

Members of the public shall have an opportunity to speak in accordance with Government Code 54954.3 and Education Code 72121.

Regular Meeting of the

Board of Trustees of the

San Francisco Community College District

City College of San Francisco

JOHN ADAMS CAMPUS

AUDITORIUM

1860 Hayes Street
San Francisco

Thursday, April 24, 2003

Open Session - 6:00 p.m.

I.	Roll Call
II.	Pledge of Allegiance
III.	Approval of Minutes Regular Meeting Minutes – March 27, 2003
IV.	Adoption of Resolutions Agenda
V.	Approval of Consent Agenda Items as Listed
VI.	Welcome to John Adams Campus – Linda Squires-Grohe
VII.	Special Presentations • Latino Retention Services – Mr. Ted Alfaro
VIII.	Monthly Financial Report – James Kendrix & Peter Goldstein
IX.	Action on Other Resolutions Agenda Items
X.	Report from Constituent Groups
	- Academic Senate - David Yee, President
	- Associated Students - Kevine Boggess, President
	- Classified Senate - Alice Munoz-Shvarts, President
XI.	Board of Trustees' Report

c indicates all resolution agenda items in the right hand column are eligible for consideration as Consent agenda items.

XII. Chancellor and Staff Reports

XIII. Closed Session Announcements - Legal Counsel Ronald Lee

XIV. Requests to Speak

XV. Adjournment

FINANCE

GENERAL FUND

NONE AT THIS TIME

CAPITAL OUTLAY

B1 - Authorization be here by given to contract with Nextira One, for the telephone replacement project, to be completed on or before December 31, 2003 at a cost not to exceed $1,957,500

B2 - Authorization be hereby given to contract with the lowest responsible bidder, _____, for the project: Ocean Avenue Campus – Cloud Hall Film Development Dept. Ventilation, to be completed on or before June 13, 2003 at a cost of not to exceed $_____, *c

B3 - Authorization be hereby given to contract with the lowest responsible bidder, _____, for the project: Downtown Campus Ground Floor Renovation , to be completed on or before _____ at a cost of not to exceed $ _____, *c

B4 - Authorization be hereby given to contract with the lowest responsible bidder, Alpha Bay Builders, Inc., for the project: Ocean Avenue Campus – Tennis Court Bleachers, to be completed on or before July 1, 2003 at a cost of not to exceed $176,000 *c

B5 - Authorization be hereby given to contract with the lowest responsible bidder, _____, for the project: Ocean Avenue Campus – Science Hall Fire Alarm Upgrade, to be completed on or before August 29, 2003 at a cost of not to exceed $ _____, *c

B6 - Authorization be hereby given to contract with the lowest responsible bidder, Coral Corporation, for the project: Ocean Avenue Campus – Stadium Sign, to be completed on or before August 8, 2003 at a cost of not to exceed $55,000 *c

B7 - Authorization for six (6) Contract Modifications *c

c indicates all resolution agenda items in the right hand column are eligible for consideration as Consent agenda items.

totaling - $87,061 for Special Services Contracts and Constructions Contracts.

GRANTS/CONTRACTS

B8 - Authorization be hereby given to contract with and appropriate funds from the City and County of San Francisco for City College of San Francisco to provide professional job transitional services for City employees for the period of May 1, 2003 through December 31, 2003, in the amount of $50,000 *c

EQUIPMENT, SUPPLIES & SERVICES

C1 - Procurement of equipment, supplies, services etc., less than $3,000 *c

C2 - Procurement of equipment, supplies, services, etc., $3,000 or more *c

HUMAN RESOURCES

G1-6 - Academic Employees, Credit Program, District Funded *c

H1 - Academic Employees, Credit Program, Categorically Funded *c

N1 - Academic Employees, Community Services Classes *c

SPECIAL

S1 - Authorization to establish new wage rates/ premiums and benefits levels for fiscal year 2000-2001 *c

REAL ESTATE

W1 - Declaration of Intention to Sell Real Property

INFORMATION ONLY

Members of the public shall have an opportunity to speak in accordance with Government Code 54954.3 and Education Code 72121.5.

Next Board Meeting Date: **May 29, 2003**
Gough Street Campus
33 Gough Street
Auditorium

c indicates all resolution agenda items in the right hand column are eligible for consideration as Consent agenda items.

CITY COLLEGE OF SAN FRANCISCO
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DATE: April 24, 2003 **B1**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **CAPITAL OUTLAY**
Authorization to Award Contract – Replacement of Telephone System
(Resolution No. 030424 - B1)

BACKGROUND INFORMATION:

City College of San Francisco is proposing to replace its current telephone system, which was installed in 1976. The current phone system is obsolete and as such has limited expandability and flexibility. The new phone system will utilize the newly completed CCSF data network infrastructure through Voice over IP technology. This was one of the projects envisioned to utilize the new network infrastructure to take advantage low cost, rich feature set, ease of expansion, ability to provide all faculty and staff with voicemail, centralized more cost-efficient and efficient technical support. It is anticipated that bringing telephone services in-house will result in substantial cost savings to the annual operating budget.

The Request for Proposals was released on February 3, 2003. The pre-bidders conference, held at 33 Gough Street on February 10, was attended by 40 vendor groups. The Purchasing Department received 17 proposals. The first review was made by Purchasing to determine which proposals were responsible and complete. Purchasing forwarded 12 proposals to the selection committee. The committee reviewed the proposals and invited five vendors to make oral presentations to the committee. After the presentations, the committee selected two finalists. Further discussions and negotiations were held from March 17th through the 20th. The Information Technology Policy Committee, a shared governance committee, concurred with the selection process and approved the choice of NextiraOne at its March 21st meeting. Please note the attached **(Executive Summary of the Voice System acquisition process)** which details the selection process.

The proposed contract with NextiraOne would provide the College with the core electronics required to operate and manage our own telephone system,

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keyboard equipped handsets, voice mail for all staff on individual phone numbers, Integrated phone directory, Fax server, Call accounting, Voice guides, Interactive Voice Response technology, installation, training, and ten years of maintenance.

This project is being funded by the technology portion of the 2001 general obligation bond.

SHARED GOVERNANCE REVIEW:

Yes X; No __; if yes, which committee: Information Technology Policy Committee
Date of Review: March 21, 2003

RECOMMENDATION:

RESOLVED: That authorization be here by given to contract with NextiraOne, for the telephone replacement project, to be completed on or before December 31, 2003 at a cost not to exceed $1,953,000, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute change orders in accordance with Public Contract Code 20659 provided that such changes total no more than $50,000 and

FURTHER BE IT RESOLVED: That the cost of this contract will be funded with the proceeds generated by the issuance of bonds under the 2001 general obligation bond issue, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein and Douglas Re, Originators

City College of San Francisco

Executive Summary
Voice System Acquisition Process

Background

Since 1976, City College has relied on Centrex telephone services provided by SBC PacBell. The College has outgrown the capacity of this system and requires a replacement. Information technology initiatives made possible by two voter approved bond issues have provided the College with new campus and building wiring. This new infrastructure permits the sending of voice signals over the College's communications network. City College is evaluating proven, state-of-the-art, voice over internet protocol (VoIP) telephone systems. Communications signals emitted by VoIP systems permit the integration of voice, video and data communications.

VoIP System Acquisition

City College convened a Convergence Working Group in fall 2002 to define the requirements for a VoIP solution. With assistance from Purchasing and advice the consulting firms of Pacific Communications, NBH Solutions, and Photosis, the Convergence Working Group worked with the ITS department to develop an approach for the convergence of voice, video and data communications, including the requirements for a VoIP solution. These requirements were translated into a Request for Proposal (RFP) for a new voice/telephone system.

An RFP for a VoIP solution was released in February, 2003. A February 10, 2003 bidder's conference for interested vendors attracted 40 representatives. Seventeen proposals were received from vendors by the February 18, 2003 deadline. Of these, twelve proposals fulfilled the requirements of the RFP. The twelve valid proposals listed below were submitted to the Convergence Working Group for analysis and ranking using criteria set forth in the College's RFP.

VoIP System Proposals Received

Vendor	Manufacturer
EPlus	Cisco/HP
NEC	NEC
ExpaNets	Avaya
Verizon	Alcatel
Nextira One	Alcatel
ExpaNets	NEC
SBC	Cisco
Prologic	Mitel
Monterey Technologies	3Com
IDT	Avaya
AdvanTel	Avaya
Unified Teledata	Avaya

Proposals certified by Purchasing as responsive to the RFP were initially evaluated by the Convergence Working Group using the criteria listed below.

1. Experience: Demonstrated competence in implementing a master purchase agreement (as described in the RFP) with other firms or institutions similar to CCSF. History and successful growth as a VoIP supplier. Quality of past performance with other similar accounts.
2. Schedule: Ability to meet proposal schedule
3. Resources: General overall stability of the firm. Appropriate facilitates and sufficient personnel and management to provide "in-house" services. Financial stability of the company.
4. Responsiveness: Overall responsiveness of the responder to RFP requirements.
5. Geographical location: Proximity to the San Francisco Bay Area.
6. Costs: Total costs from cost sheets.
7. Ability to provide products compatible with the existing CCSF network infrastructure.
8. Ability to fully comply with CCSF's unique installation requirements.
9. Management tools: Ability to manage dispersed phone systems from a central location. Ease of use of the management software.
10. Other Factors: Other factors or suggestions from responders will be considered.
11. Quality of service and experience of subcontractors or services suppliers, if any.
12. Oral presentation if required.

The Convergence Working Group assigned weights to these criteria. Every proposal was scored using the above criteria and a total score was obtained. Proposals were then ranked by the total scored earned. The Convergence Working Group used this ranking to determine the top seven proposals as shown below.

Highest Ranked Proposals
First Round

Rank	Vendor	Manufacturer
1	EPlus	Cisco/HP
2	NEC	NEC
3	ExpaNets	Avaya
4	Verizon	Alcatel
5	Nextira One	Alcatel
6	ExpaNets	NEC
7	SBC	Cisco

During the week of March 3, 2003, the firms that submitted the top seven proposals were invited to campus and asked to make an oral presentation of their proposal. The Convergence Working Group provided each of these vendors with

questions in advance. These questions were asked to clarify and gain further understanding about the proposed voice system solution.

After these presentations, the Convergence Working Group scored each of the proposals a second time as shown in the following table.

Evaluation of Proposals for Voice System
Second Round
Total Weighted Score Awarded by Convergence Working Group
(After Proposal Presentations)

Criteria	Weight	NextiraOne	Verison	Expanets Avaya	ePlus	NEC	SBC	Expanets NEC
Summary	1	21.0	6.0	16.0	15.5	16.0	11.5	17.0
Overview	2	47.0	22.0	41.0	37.0	34.0	26.0	38.0
Server	5	87.5	80.0	92.5	47.5	45.0	50.0	72.5
Gateway	4	52.0	46.0	60.0	46.0	42.0	46.0	44.0
Redundancy	6	96.0	72.0	102.0	84.0	114.0	72.0	120.0
Voice Messaging	5	77.5	55.0	95.0	82.5	82.5	77.5	90.0
Admin Interface	3	37.5	36.0	34.5	33.0	46.5	34.5	39.0
Console	6	132.0	132.0	81.0	102.0	93.0	90.0	117.0
Handsets	6	135.0	132.0	84.0	75.0	105.0	75.0	102.0
Handset Power	1	14.0	11.0	12.0	12.0	14.5	13.0	15.0
Power Failover	4	54.0	52.0	64.0	40.0	48.0	40.0	64.0
E911	3	27.0	21.0	24.0	30.0	24.0	24.0	24.0
Call Accounting	1	18.5	14.5	15.5	13.0	16.5	13.0	16.0
Auto Call Distrib	2	28.0	30.0	26.0	16.0	28.0	14.0	28.0
Availability	5	60.0	55.0	60.0	50.0	65.0	50.0	65.0
Scalability	4	48.0	48.0	48.0	44.0	44.0	46.0	48.0
FAX Services	2	24.0	20.0	16.0	14.0	16.0	14.0	16.0
Conference Bridge	1	17.0	16.0	18.0	16.0	16.0	16.0	16.0
System Mgt..	3	36.0	30.0	39.0	36.0	31.5	30.0	31.5
Remote Maint.	2	32.0	26.0	33.0	22.0	26.0	20.0	35.0
Maint. Contract	6	105.0	48.0	105.0	39.0	72.0	54.0	105.0
Training	4	64.0	38.0	66.0	44.0	52.0	40.0	60.0
Standards	3	36.0	30.0	30.0	21.0	15.0	18.0	15.0
Integration	5	75.0	60.0	70.0	50.0	55.0	55.0	65.0
Experience	20	380.0	280.0	380.0	340.0	350.0	390.0	360.0
Schedule	15	300.0	180.0	262.5	262.5	270.0	165.0	292.5
Resources	10	165.0	140.0	180.0	145.0	155.0	175.0	185.0
Costs	10	145.0	120.0	110.0	90.0	135.0	50.0	120.0
Responsiveness	10	185.0	100.0	160.0	155.0	155.0	90.0	160.0
Location	5	87.5	65.0	95.0	80.0	90.0	85.0	90.0
Compatibility	8	144.0	112.0	136.0	80.0	120.0	56.0	120.0
Compliance	8	72.0	48.0	72.0	80.0	64.0	80.0	72.0
Management. Tools	5	77.5	70.0	80.0	60.0	52.5	60.0	72.5
Other Factors	5	45.0	25.0	40.0	30.0	20.0	35.0	52.5
Sub-contractors	4	4.0	14.0	36.0	28.0	20.0	40.0	40.0
Oral Presentation	1	19.0	3.0	12.0	12.5	19.0	12.5	19.0
Total Score		**2,948.0**	**2,237.5**	**2,796.0**	**2,332.5**	**2,552.0**	**2,168.0**	**2,826.5**

Notes: *Score Range on each item: 1 = Low, 3 = High*
Scores are the sum of scores awarded by each Convergence Working Group rater

Maximum Possible Total Score = *4,440*

Each member of the Convergence Working Group completed a scoring sheet for each vendor. The results were then weighted as shown and a total score for each vendor was determined.

On March 6, 2003, the Convergence Working Group reviewed the total scores earned by each of the proposals and decided to continue the process of evaluating the top three proposals and these vendors were notified of their status as semifinalists.

Operational reviews of voice systems at offices of the semifinalists were conducted during the week of March 10, 2003. During these reviews, the Convergence Working Group saw demonstrations of the proposed solutions and inquired further about the technology platform supporting each VoIP system. After these visits, two proposals were selected for continued evaluation- NextiraOne/Alcatel and Expanets/Avaya.

Additional meetings with the two finalists were held during the week of March 17, 2003. Outstanding technical issues were discussed with particular emphasis paid to the requirement that the vendor provide technical specifications under which they would contractually warrant the performance of the VoIP system on the CCSF network. Technical support and system maintenance were investigated and the impact of providing day-to-day support for a new VoIP system was discussed. Delivery timelines and the vendor's ability to work within project timeframe and accommodate the academic calendar were factors considered by the Convergence Working Group.

After considerable investigation, analysis and evaluation, the Convergence Working Group decided that the Alcatel solution proposed by NextiraOne was the preferred solution. This group decided that negotiations with NextiraOne should begin.

With a consultant from NBH Solutions, two members of the Information Technology Services department and the Convergence Working Group commenced negotiations with NextiraOne. The fnal VoIP system configuration was developed, the vendors provided a price update and the final price was negotiated. The original quote for the system configured to CCSF needs was $2,114,485.24. Additional negotiating resulting in lowering of this price by $316,843.67, making the final price $1,797,641.57.

A. Bid Worksheet

City College of San Francisco

Telephone RFP Bid Worksheet

Component	List Price	RFP Bid	Rev9	Delta
1. Core System	$1,016,832.08	$350,497.21	$347,411.09	($3,086.12)
2. Handsets				
294 Multi-line Digital Sets	$105,252.00		$35,350.56	$35,350.56
706 Multi-line VoIP Sets	$257,060.00	$201,500.00	$103,317.18	($98,182.82)
650 Single-line VoIP Sets	$152,426.00	$84,142.50	$61,237.87	($22,904.63)
50 Enhanced Multi-line VoIP Sets	$24,250.00	$13,648.50	$9,774.00	($3,874.50)
6 PC-based Operator Consoles	$25,326.00	$9,122.88	$8,506.20	($616.68)
100 "Softphone" Licenses	$8,990.00	$5,127.82	$3,019.48	($2,108.34)
3. Voice Messaging System	$240,788.00	$134,695.80	$80,873.25	($53,822.55)
4. Call Accounting System	$67,724.08	$23,168.80	$22,746.44	($422.36)
5. Teleconference Bridge	$6,264.00	$2,256.40	$2,103.86	($152.54)
6. Maintenance Contract		$778,000.00	$577,352.00	($200,648.00)
7. SLBE Training		$14,620.50	$21,930.00	$7,309.50
8. NXO Training				
4 Operators		$342.00	$342.00	$0.00
4 Administrators		$684.00	$684.00	$0.00
4 System Administrators		$600.40	$600.40	$0.00
9. Additional Equipment i.e., Inline Power Units	$149,650.00	$104,519.20	$76,175.00	($28,343.98)
10. SLBE Installation Handsets only		$30,710.28	$33,121.07	$2,410.79
11. Installation All Systems but Handsets		$72,319.85	$124,567.85	$52,248.00
RFP Subtotal	$2,054.562.16	$1,825,956.14	$1,509,112.47	($316,843.67)

Additional Items

Component	List Price	RFP Bid	Rev9	Delta
12. Router Upgrades	$31,455.00		$24,369.84	$24,369.84
13. Wireless Phones	$97,041.60		$32,592.63	$32,592.63
14. Installation			$17,008.66	$17,008.66
15. Patch Cables	$12,302.50		$6,327.00	$6,327.00
16. IVR	$80,704.00		$68,776.47	$68,776.47
17. Headsets	$14,600.00		$9,454.50	$9,454.50
18. Core Switch Upgrades			$80,000.00	$80,000.00
19. Onsite Network Support			$50,000.00	$50,000.00
Additional Items Subtotal	$236,103.10		$288,529.10	$288,529.10
Total System Cost	$2,290,665.26	$1,825,956.14	$1,797,641.57	($28,314.57)

The NextiraOne/Alcatel system was considered by the Technical Review Working Group on March 20, 2003. The role of the Technical Review Group is to certify the technical merits and compatibility with other CCSF technology systems.

On March 21, 2003, the Information Technology Policy Council approved the recommendation made by the Convergence Working Group to select the VoIP system proposed by NextiraOne.

Two additional steps remained before the recommendation to acquire a new VoIP could be made to the Chancellor:

- Review of the NextiraOne Financial Statements
- Checking of NextiraOne and Alcatel customer references.

Both of these tasks were completed to college staff satisfaction during the week of March 24.

A resolution authorizing the college to purchase the VoIP system from NextiraOne will be considered by the Board of Trustees on April 24, 2003. If approved, the college will then negotiate contractual terms and conditions and execute the necessary contract to acquire this system. Pending approval and contract signing, installation is scheduled for June- December 2003.

NextiraOne Bio Steven Kavanaugh Technical Assistance Engineer (TSE)

Experience

- 20 yrs Telecom/Data experience with 18 yrs with NextiraOne.

Certifications

Super 3c's Certification from Nortel networks, Callpilot I&M, Callpilot Admin, SCCS I&M, SCCS Admin, SCCS Scripting, MIPCD, MICB, Meridian MAX, Meridian CCR/LINK, Mat/OTM, Most MIXX Products, Alcatel PCX4400 Stand Alone Course, Alcatel PCX4400 Networking course, Alcatel PCX4400 Call Center Distribution Advanced course, Alcatel PCX4400 Call Center Distribution Expert Course, Alcatel Qualified Field Professional

nextiraOne

009

NextiraOne Bio Mark Oates
Technical Support Specialists (TSS)

Experience

- **6 yrs Telecom/Data experience with 18 yrs with NextiraOne.**

Certifications

Alcatel AQFP, Nortel 3C, Symposium, Meridian Mail, Octel, Laision, Call Pilot, ITG

Complex Multi Site Customers Installations/Support

Palm, Inc., Sony, Sutter Medical Center, California Pacific Medical Center, Swedish Medical Center, County of Santa Clara, Baxter BioScience

nextiraOne

NextiraOne Bio Jesse Peinado
Project Manager
(PM)

Experience

- **10 yrs Telecom/Data experience**

Complex Multi Site Customers Installations/Support

- **Santa Clara County Parks, Santa Clara County Sheriff's, Superior Courts of Calif., Alta Bates / Summit Medical Center, Seton Medical Center, Kaiser Permanente San Francisco, HP, Compaq, SUN and Agilent.**

nextiraOne

011

NextiraOne Bio Bob McGuire
Network Consultant (NC)

Experience

- 18 yrs Telecom/Data experience

Certifications

Security Dynamics, ACE Server Certification

Nortel NNCSE/NNCDE

Cisco CCNA

Marconi Enterprise ATM Specialist

Foundry Certified Network Engineer

Complex Multi Site Customer Installations/Support

Chevron, State Compensation Insurance Fund, University of Utah (Olympics), Netscape, Northpoint

012

NextiraOne Bio Sue Wilson
Account Executive (AE)

Experience

- **20 yrs Telecom/Data experience (12 years in Operations and 8 years in Sales)**

Customers

State Compensation Insurance Fund, Philips Semiconductor, Marvell Semiconductor, Network Associates, Lucas Films, Electroglas, Informatica, and USI Insurance.

013

NextiraOne Profile

Business:	Solutions & Services
Focus:	Out-tasking of Mission-Critical Voice, Data and Converged Communications Services
Expertise:	Servicing the Network Life Cycle from Consulting, Planning and Design through Implementation, Support and Management
Assets:	- Client Base - Skills in Voice, Data, Converged Networks - Service & Support Infrastructure
Commitment:	Relentless Pursuit of Customer Loyalty

014

Parent Company

Platinum Equity

Specialists in the Acquisition and Operation of Technology Businesses

- One of the largest and fastest-growing privately held technology companies
 - *Number 44 on the Forbes 2002 Largest Private Companies list**
- Multi billion-dollar enterprise with more than 15,000 employees and over 500,000 customers worldwide
- Completed 35+ transactions since inception in 1995
- Operating Philosophy:
 - *To Provide World-Class Service and Support to Our Customers*

* *Forbes*, November 2002

015

nextiraOne

CITY COLLEGE OF SAN FRANCISCO
50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: April 24, 2003 **B2**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **CAPITAL OUTLAY**
Authorization to Award Construction Contract -
Ocean Avenue Campus – Cloud Hall Film Development
Dept. Ventilation Project
(Resolution No. 030424-B2)

BACKGROUND INFORMATION:

Project: **Ocean Avenue Campus – Cloud Hall Film Depart. Ventilation**

The District publicly advertised the Bid Invitation for the Ocean Avenue Campus Cloud Hall Film Dept. Ventilation Project and received _____ bids. The District wishes to contract with the lowest responsible bidder, _____, for the Project. This project consists of supplying and installing new air supply and exhaust fans, repairing or replacing existing exterior louvers as required and painting.

The project is funded with 1997 Proposition A General Obligation Bond funds.

SHARED GOVERNANCE REVIEW:

Yes ___; No __x__; if yes, which committee: _____

Date of Review: _____

RECOMMENDATION:

RESOLVED: That authorization be hereby given to contract with the lowest responsible bidder, _____, for the project: Ocean Avenue Campus – Cloud Hall Film Dept. Ventilation, to be completed on or before June 13, 2003 at a cost of not to exceed $_____, and

FURTHER BE IT RESOLVED: That the goal of the Facilities Planning Dept. is to complete this project at the lowest possible cost to the District, and

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FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute change orders in accordance with Public Contract Code 20659 provided that such changes amount to no more than a 10% variation from the construction budget. Such changes may therefore total up to an additional $_____, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, originator
W/ David Liggett

CITY COLLEGE OF SAN FRANCISCO
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DATE: April 24, 2003 **B3**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **CAPITAL OUTLAY**
Authorization to Award Construction Contract - Downtown Campus Ground Floor Renovation (Resolution No. 030424-B3)

BACKGROUND INFORMATION:

Project: Downtown Campus Ground Floor Renovation

The District publicly advertised the Bid Invitation for the Downtown Campus Ground Floor Renovation and received _____ bids. The District wishes to contract with the lowest responsible bidder, _____ for the Project. This project consists of moving the Educated Palate restaurant from the basement to the ground floor, remodeling of the counseling offices and other ground floor spaces and a creating a new campus entry on Fourth Street.

The project is funded with 2001 Proposition A General Obligation Bond funds.

SHARED GOVERNANCE REVIEW:

Yes ___; No __x__; if yes, which committee: _____

Date of Review: _____

RECOMMENDATION:

RESOLVED: That authorization be hereby given to contract with the lowest responsible bidder, _____, for the project: Downtown Campus Ground Floor Renovation , to be completed on or before _____ at a cost of not to exceed $_____, and

FURTHER BE IT RESOLVED: That the goal of the Facilities Planning Dept. is to complete this project at the lowest possible cost to the District, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute change orders in accordance with Public Contract Code 20659 provided that such changes amount to no more than a 10% variation from the construction budget.

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Such changes may therefore total up to an additional $_____ , and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, originator
W/ David Liggett

CITY COLLEGE OF SAN FRANCISCO
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DATE: April 24, 2003 **B4**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **CAPITAL OUTLAY**
Authorization to Award Construction Contract - Ocean Avenue Campus – Tennis Court Bleachers (Resolution No. 030424-B4)

BACKGROUND INFORMATION:

Project: Ocean Avenue Campus – Tennis Court Bleachers

The District publicly advertised the Bid Invitation for the Ocean Avenue Campus – Tennis Court Bleachers and received four (4) bids. The District wishes to contract with the lowest responsible bidder, Alpha Bay Builders, Inc., for the Project. This project consists of installation of wood bleachers and a wheelchair ramp at the west side of the tennis courts.

The project is funded with 1997 Proposition A General Obligation Bond funds and State of California Scheduled Maintenance Grant Funds

SHARED GOVERNANCE REVIEW:

Yes ___; No __X__; if yes, which committee: _____

Date of Review: _____

RECOMMENDATION:

RESOLVED: That authorization be hereby given to contract with the lowest responsible bidder, Alpha Bay Builders, Inc., for the project: Ocean Avenue Campus – Tennis Court Bleachers, to be completed on or before July 1, 2003 at a cost of not to exceed $176,000, and

FURTHER BE IT RESOLVED: That the goal of the Facilities Planning Dept. is to complete this project at the lowest possible cost to the District, and

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FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute change orders in accordance with Public Contract Code 20659 provided that such changes amount to no more than a 10% variation from the construction budget. Such changes may therefore total up to an additional $17,600, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, originator
W/ David Liggett

CITY COLLEGE OF SAN FRANCISCO
50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: April 24, 2003 **B5**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **CAPITAL OUTLAY**
Authorization to Award Construction Contract -
Ocean Avenue Campus – Science Hall Fire Alarm Upgrade
(Resolution No. 030424-B5)

BACKGROUND INFORMATION:

Project: **Ocean Avenue Campus – Science Hall Fire Alarm Upgrade**

The District publicly advertised the Bid Invitation for the Ocean Avenue Campus Science Hall Fire Alarm Upgrade Project and received _____ bids. The District wishes to contract with the lowest responsible bidder, _____, for the Project. This project consists of upgrading the fire alarm system.

The project is funded with a combination of general obligation bond funds and 2001-02 Schedule & Maintenance funds.

SHARED GOVERNANCE REVIEW:

Yes ___; No __x__; if yes, which committee: _____

Date of Review: _____

RECOMMENDATION:

RESOLVED: That authorization be hereby given to contract with the lowest responsible bidder, _____, for the project: Ocean Avenue Campus – Science Hall Fire Alarm Upgrade, to be completed on or before August 29, 2003 at a cost of not to exceed $_____, and

FURTHER BE IT RESOLVED: That the goal of the Facilities Planning Dept. is to complete this project at the lowest possible cost to the District, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute change orders in accordance with Public Contract Code 20659 provided that such changes amount to no more than a 10% variation from the construction budget.

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Such changes may therefore total up to an additional $_____ ,and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, originator
W/ David Liggett

CITY COLLEGE OF SAN FRANCISCO
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DATE: April 24, 2003 **B6**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **CAPITAL OUTLAY**
Authorization to Award Construction Contract - Ocean Avenue Campus – Stadium Sign
(Resolution No. 030424-B6)

BACKGROUND INFORMATION:

Project: Ocean Avenue Campus – Stadium Sign

The District publicly advertised the Bid Invitation for the Ocean Avenue Campus Stadium Sign Project and received three (3) bids. The District wishes to contract with the lowest responsible bidder, Coral Corporation, for the Project. This project consists of removal and disposal of the existing sign in the stadium located at the Ocean Avenue Campus. Construct new sign as per plans and specification.

The project is funded with 1997 Proposition A General Obligation Bond funds.

SHARED GOVERNANCE REVIEW:

Yes ___; No __x__; if yes, which committee: _____

Date of Review: _____

RECOMMENDATION:

RESOLVED: That authorization be hereby given to contract with the lowest responsible bidder, Coral Corporation, for the project: Ocean Avenue Campus – Stadium Sign, to be completed on or before August 8, 2003 at a cost of not to exceed $55,000, and

FURTHER BE IT RESOLVED: That the goal of the Facilities Planning Dept. is to complete this project at the lowest possible cost to the District, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute change orders in accordance with Public Contract Code 20659 provided that such changes amount to no more than a 10% variation from the construction budget.

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Such changes may therefore total up to an additional $5,500, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, originator
W/ David Liggett

DATE: April 24, 2003 **B7**

TO: Board of Trustees

FROM: Dr. Philip Day, Jr., Chancellor

SUBJECT: CAPITAL OUTLAY
Authorization for seven (7) Contract Modifications totaling $ 87,061
for Special Services Contracts and Construction Contracts
(Resolution No. - 030424-B7)

	ORIGINAL RESOLUTION NUMBER	GRANTOR/ CONTRACTOR	CURRENT CONTRACT AMOUNT	CM #	REQUESTED CONTRACT MODIFICATION AMOUNT	NEW CONTRACT AMOUNT	Description of Modification	Project Budget	Total Project Funds Committed With This Action
A	010426-B4 John Adams Gym Brick Repair and Strt. Upgrade	Romkon, Inc.	$ 314,130	03	**$ 26,767**	$ 340,897	Demo Play Structure, dust barriers, lead paint abatement, pilaster anchor bolts, remove conduit, tile design change, extra scaffold time, revised structural detail.	$ 362,171	$ 358,847
B	020926-B7 Ocean Ave Campus Emergency Fire Alarm Repair	Metropolitan Electrical Construction	$ 383,072	03	**$ 5,610**	$ 388,682	Additional alarm horns, run new conduit, investigate circuit, replace damaged conduit, clear clogged conduit	$ 1,118,500	$ 605,294
C	021107-B8 Carroll Warehouse Renovation	Rose Construction	$ 284,469	02	**$ 13,000**	$ 297,469	Adding fire alarm equipment to Fire alarm system	$ 383,760	$ 334,484
D	021219-B5 Conlan Hall Testing Center	Solid Builders	$ 80,838	01	**$ 11,000**	$ 91,838	Unforeseen site conditions including Plumbing obstructions, Electric service for independent HVAC,	$ 127,672	$ 99,214
E	011115-B8 Downtown Campus Fire Alarm	U.S. Electric	$ 529,429	02	**$ 30,684**	$ 560,113	Add conduits for new phone lines, materials for fan coil retrofit, add additional devices, sprinkler system maintenance	$ 704,000	$ 693,093

	ORIGINAL RESOLUTION NUMBER	GRANTOR/ CONTRACTOR	CURRENT CONTRACT AMOUNT	CM #	REQUESTED CONTRACT MODIFICATION AMOUNT	NEW CONTRACT AMOUNT	Description of Modification	Project Budget	Total Project Funds Committed With This Action
F	020530-B6 Construction Management Software	ViaNovas	$ 72,640	02	**$ 3,000**	$ 75,640	6 added days consulting, 2 added training days, and added analysis of needs due to the computer roll out, network changes and new staff.	$ 78,600	$ 75,781
G	020926-B8 Science Hall Electrical Transformer Replacement	Bass Electric	$ 93,658	01	**$ 15,000**	$ 108,658	Additional temp power cord, install new main switch for Science Hall, fencing, and lights, misc. demolition.	$ 353,131	$ 227,319

RECOMMENDATION:

RESOLVED: That the Board authorizes the specified modifications to the resolutioins as indicated in the table, and

FURTHER BE IT RESOLVED: All of the contract modifications contained in this resolution comply with Public Contracts Code Section 20659, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee ar hereby authorized to execute and and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, originator
w/ David Liggett

CITY COLLEGE OF SAN FRANCISCO
50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: April 24, 2003 **B8**

TO: Board of Trustees

FROM: Dr. Philip Day, Jr., Chancellor

Subject: **CONTRACT/GRANT**
Authorization to contract with and appropriate funds receivable from the City and County of San Francisco for the amount not to exceed $50,000. (Resolution No. 030424 – B8)

BACKGROUND INFORMATION:

City College of San Francisco has been approached by the City and County of San Francisco's Human Resources Department to join in their Job Transition Services Program. Due to anticipated re-structuring of local government, this program has been designed to provide the following services: professional assistance, guidance and career counseling to City employees who are transitioning into new jobs with the City and County of San Francisco. The services will be delivered in two phases. Phase One services will be provided on an individual basis and Phase Two will begin when 20 or more people are participating in the program.

The services will be offered at two levels. Level One will be available to people who are displaced but who remain employed by the City and County of San Francisco. Level Two will be available to people who are displaced and no longer employed by the City and County of San Francisco.

City College of San Francisco's Assessment Center/Career Link One Stop staff will provide the Phase I and Phase II professional assistance and guidance and counseling services to the City of San Francisco's Human Resources Department's Job Transition Services Program.

This contract will begin on or after May 1, 2003 and terminate no later than December 31, 2003. No district funds will be required for this contract.

Contract Income from Local Source

City and County of San Francisco Human Resources Department	$50,000

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SHARED GOVERNANCE REVIEW:

Yes _____; No _X__; If yes, which committee: _____
Date of Review:
(A negative response indicates that a review is not necessary.)

RECOMMENDATION:

RESOLVED: That authorization be hereby given to contract with and appropriate funds from the City and County of San Francisco for City College of San Francisco to provide professional job transitional services for City employees for the period of May 1, 2003 through December 31, 2003, in the amount of $50,000, and

FURTHER BE IT RESOLVED: That the Chancellor, vice Chancellor of Finance and Administration, and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution

Phyllis G. McGuire, Originator

CITY COLLEGE OF SAN FRANCISCO
50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: April 24, 2003 **C1**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: EQUIPMENT, SUPPLIES & SERVICES
Procurement of Equipment, Supplies, Services, Etc., less than $3,000
(Resolution No. 030424-C1)

BACKGROUND INFORMATION:

Listed below is a summary of purchases for equipment, supplies, and services in individual amounts of less than $3,000. Investigation indicates that they are necessary for the support of District operations, and therefore are recommended for approval by the Board of Trustees. It is certified that the items summarized below are in accord with the Board of Trustees policy and that funds are available to cover payment.

RECOMMENDATION:

RESOLVED: That approval be and is hereby given for the procurement of the equipment, supplies, services, etc., totaling $ 225,987.92 individual amounts of less than $3,000 not heretofore approved as summarized and detailed below:

Direct Payments	$ 24,524.28
Purchase Orders	190,801.09
Travel/Mileage	10,662.55
GRAND TOTAL:	$ 225,987.92

James Kendrix, Originator

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Date: April 24, 2003 **C2**

To: Board of Trustees

From: Dr. Philip R. Day, Jr., Chancellor

Subject: EQUIPMENT, SUPPLIES & SERVICES
Procurement of Equipment, Supplies, Services, Etc., more than $3,000
(Resolution No. 030424-C2)

BACKGROUND INFORMATION:

The following departmental requests for the purchase of supplies, equipment, and services have been received. Investigation indicates that they are necessary for the support of District operations, and therefore are recommended for approval by the Board of Trustees. It is certified that the items summarized below are in accord with the Board of Trustees policy and that funds are available to cover payment.

RECOMMENDATION:

RESOLVED: That approval be and is hereby given for the procurement of the equipment, supplies, services, as detailed in Attachment "A'.

GRAND TOTAL : $ 1,455,622.12

James Kendrix, Originator

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	A	B	C	D	E	F	G	H	I	J	K
1		**Fund**	**Org**	**Acct**	**Prog**	**Aty**	**Department**	**Vendor**	**Doc**	**Amount**	**Description**
2		UPYENC	7184	5610	0900	N	UGF - Prior Year Encumb	Meat Cutters, JATC - UFCW Local 101	DPA3688	7,219.56	Other Property Leases
3	*	UPFX	9320	6302	6120	C	Partnership for Excellence	The Gale Group	TPA8501A	3,000.00	Books
4		U	9110	4301	6010	C	College Publications	Premier Offset Printing, Inc.	POB1021	4,290.10	Printing Supplies
5		U	9110	4301	6010	C	College Publications	Fong Brothers Printing, Inc.	POA7090	6,591.38	Printing Supplies
6		U	3562	4301	6770	S	College Services	Give Something Back	PO94924	18,141.20	Printing Supplies
7		U	9110	4301	6010	C	College Publications	Trend Offset Printing	POB1019	40,058.20	Printing Supplies
8		U	9110	4302	6010	C	College Publications	CRC Consulting	POB1020	5,425.00	Computer Supplies
9		U	7556	4303	4900	C	Tech Mediated Instruction	Films for the Humanities & Sciences	POA3845	3,472.00	Other Supplies - Duplication License
10		U	0020	5190	6600	S	Chancellor's Office	Public Policy Partners, LLC	TPA2136A	39,649.90	Consulting
11		U	3564	5350	6770	S	Mail Services	U.S. Postmaster	DPA7177	30,000.00	Postage
12		U	3564	5350	6770	S	Mail Services	Purchase Power	DPA7174	35,000.00	Postage
13		U	4900	5410	6720	S	Central Services	Keenan & Associates	DPA7878	3,617.00	Insurance
14		U	7184	5610	0900	N	Apprenticeship Program	Meat Cutters, JATC - UFCW Local 101	DP78608A	22,366.99	Other Property Leases
15	+	U	4900	5610	6460	S	Central Services	McGrath Rentcorp/Mobile Modular	TPA6035	26,378.40	Other Property Leases
16		U	1105	5632	6720	S	Administrative Services - Regular	Xerox Corp	DP86349	5,031.72	Copier Leases
17		U	1530	5721	6720	S	Payroll	Internal Revenue Service	DP97272	3,253.37	Judgements/Claims
18		U	0040	5803	6600	S	Public Information	Folger Graphics	POA7092	3,553.38	Other Advertising
19		U	4900	5911	6750	S	Central Services	San Francisco Mayor's Summit for Women	DP94291	5,000.00	Tuition Reimbursement
20		PYRL	9900	9742	9900	S	Payroll Fund	Public Emp. Retirement System	VP97260K	7,503.28	Retirement
21		PYRL	9900	9742	9900	S	Payroll Fund	Public Emp. Retirement System	VP97260L	7,611.63	Retirement
22		PYRL	9900	9742	9900	S	Payroll Fund	Public Emp. Retirement System	VP97260M	7,658.57	Retirement
23		PYRL	9900	9742	9900	S	Payroll Fund	Public Emp. Retirement System	VP97260P	7,697.92	Retirement
24		PYRL	9900	9742	9900	S	Payroll Fund	Public Emp. Retirement System	VP97260N	7,722.95	Retirement
25		PYRL	9900	9742	9900	S	Payroll Fund	Public Emp. Retirement System	VP97260O	7,730.41	Retirement
26		PYRL	9900	9754	9900	S	Payroll Fund	Safeco Life Insurance Co	VP47287F	15,695.00	Life Insurance
27								**Total Unrestircted**		**323,667.96**	
28											
29	*	121194	5153	5190	6020	S	NSF Biolink 01-02	Charles G	PSA6450	9,800.00	Consulting
30	*	121216	7421	5350	6840	S	CTCA/SBDC C02-0052 YR2003	U. S. Postmaster	DPB2006	3,000.00	Postage
31	*	121216	7421	5190	6840	S	CTCA/SBDC C02-0052 YR2003	Cozart, Jr. U	PSB0907	5,000.00	Consulting
32	*	121216	7421	5190	6840	S	CTCA/SBDC C02-0052 YR2003	Miles J	PSA9733	5,000.00	Consulting
33		121248	8180	4304	1500	N	ABE 321 Workforce Investment 02-03	Audio Graphic Systems	POA1324	4,206.56	Other Supplies - Instructional
34	*	121277	7612	5110	1500	N	English Literacy & Civic Ed Grnt Y2	Horn J	PSA9088	3,705.00	Guest Lecturer
35		121510	7528	5656	1000	C	Vatea IIC 02-03	CCSF Bookstore	POA1567	3,136.74	Software License Fees
36		121510	7741	6414	1200	C	Vatea IIC 02-03	American 3B Scientific	POB1031	3,145.34	Miscellaneous Equipment
37		121510	7155	4303	0100	C	Vatea IIC 02-03	Ball Seed Co.	POA1248	4,322.67	Other Supplies
38		121510	7210	6413	0700	C	Vatea IIC 02-03	Omnipro Systems Inc.	POB0980	7,394.28	Computer Equipment
39		121510	7112	6414	0900	C	Vatea IIC 02-03	Trenton Tool Co.	PO98283	7,422.91	Miscellaneous Equipment
40		121906	0050	7702	6470	C	SF Computers & Learning Expans Proj	San Francisco Housing Authority	DP66443	24,040.50	Subrecipient Cost
41	*	123208	7320	5190	6420	C	Disabled Student Excess Cost 02-03	Reaves C	PSA9026	5,000.00	Consulting
42	*	123316	7421	5190	6840	S	ECO-SBDC 02-03	Tanalgo A	PSA9734	5,000.00	Consulting
43	*	123316	7421	5190	6840	S	ECO-SBDC 02-03	Jingirian, Jr. K	PSA9749	5,000.00	Consulting
44		123356	7175	5190	6840	N	ECO-CACT 02-03 CT#01-302-009	Falsken G	PSB1209	3,000.00	Consulting
45		123707	7334	5190	2100	N	F & KCE 02-03	Fairmont Hotel	TPB1806	9,000.00	Consulting
46		123856	9500	5633	6780	S	Instr Equip & Materials 02-03	University Lease	DPA7746	57,422.09	Other Equipment Leases - Computers
47	*	124514	7335	5190	1300	C	FSS/TRDP Y3 CT#01-0137-004	Garcillano V	PSA5214	3,000.00	Consulting
48		125019	0020	6201	6600	S	SF Foundation-Joint Use Facility	Kendall Young Associates	TPA5320A	3,611.75	Planning Costs
49		125503	1105	4303	6950	S	Parking Fund Fees 00-01	James Middleton & Associates Inc	PO98050	4,249.42	Other Supplies

+ equals anual payments to be paid on a monthly basis
* equals encumbrances to be paid by multiple payments during the fiscal year

	A	B	C	D	E	F	G	H	I	J	K
1		**Fund**	**Org**	**Acct**	**Prog**	**Aty**	**Department**	**Vendor**	**Doc**	**Amount**	**Description**
50		211202	7375	5610	2100	S	Ca Early Childhd Mentor 02-03	Mills College	TPA2738	4,769.00	Other Property Leases
51		211202	7371	5610	2100	S	Ca Early Childhd Mentor 02-03	Mills College	TPA2738	5,044.00	Other Property Leases
52		42065C	8813	9704	7100	T	TECH-SF Campus Bldg Infra Wing Proj	Semans Communication, Inc.	DPA9558	48,607.83	Retainage Payable
53		420700	8062	6202	7100	E	SM 00-01 #1A-Sci Hall-Replc Switch	Electrical Design Technologies Inc.	POA6158	7,879.76	Construction in Progress
54	*	42133C	8070	6202	7100	R	Art Building & Horticulture Improve	William M Koenig Consulting & Inspecti	CTA5446	4,080.00	Construction in Progress
55	*	42164C	8710	6202	7100	H	HS-Evans-Seismic Upgrade & Improv	Testing Engineers, Inc	CTA5445	16,754.00	Construction in Progress
56	*	42164C	8710	6203	7100	H	HS-Evans-Seismic Upgrade & Improv	La Ferrara Architects	CTA6127A	33,800.00	Project Management
57		431501	8312	6201	7100	S	New Chinatown/North Beach Campus	Blomquist Consultancy, LLC	DPA6069	6,500.00	Planning Costs
58		432505	8813	6413	7100	S	Server Support	Microgear Inc	POA6229	3,444.88	Computer Equipment
59		432505	8067	6413	7100	S	Server Support	Microgear Inc	POA6229	3,444.88	Computer Equipment
60		432505	8067	6413	7100	S	Server Support	Scantron Corp	POA6248	6,850.53	Computer Equipment
61	*	432602	8210	6413	7100		Desktop Upgrade	Omnipro Systems Inc.	TPA7556D	19,117.93	Computer Equipment
62	*	432602	8710	6413	7100		Desktop Upgrade	Omnipro Systems Inc.	TPA7556D	26,296.51	Computer Equipment
63	*	432602	8110	6413	7100		Desktop Upgrade	Omnipro Systems Inc.	TPA7556D	29,999.60	Computer Equipment
64	*	432602	8510	6413	7100		Desktop Upgrade	Omnipro Systems Inc.	TPA7556D	37,702.59	Computer Equipment
65	*	432602	8311	6413	7100		Desktop Upgrade	Omnipro Systems Inc.	TPA7556D	38,741.78	Computer Equipment
66	*	432602	8610	6413	7100		Desktop Upgrade	Omnipro Systems Inc.	TPA7556D	54,687.46	Computer Equipment
67	*	432602	8411	6413	7100		Desktop Upgrade	Omnipro Systems Inc.	TPA7556D	60,000.01	Computer Equipment
68	*	432602	8813	6413	7100		Desktop Upgrade	Omnipro Systems Inc.	TPA7556D	149,999.62	Computer Equipment
69	*	432602	8067	6413	7100		Desktop Upgrade	Omnipro Systems Inc.	TPA7556D	387,776.52	Computer Equipment
70		432605	8067	6413	7100		Erogonomic Equipment	Omnipro Systems Inc.	TPA6243	5,000.00	Computer Equipment
71		433501	8082	6201	7100	S	Master Planning 2001	Blomquist Consultancy, LLC	DPA6069	3,000.00	Planning Costs
72		434501	8084	6201	7100	S	Master Planning 2001	Blomquist Consultancy, LLC	DPA6069	3,000.00	Planning Costs
73								**Total Restricted**		**1,131,954.16**	
74											
75								**Total Unrestricted and Restricted**		**1,455,622.12**	

+ equals anual payments to be paid on a monthly basis
* equals encumbrances to be paid by multiple payments during the fiscal year

CITY COLLEGE OF SAN FRANCISCO
50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: April 24, 2003

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **Academic Employees**
Credit Program/Non-Credit Program
District Funded
City College of San Francisco
(Resolutions 030424-G1-G6)

BACKGROUND INFORMATION:

These resolutions cover district funded academic employees appointments and/or other related personnel transactions. Unless otherwise indicated in the resolution, appointments are classified as temporary. Board of Trustees approval is required.

The following resolutions are recommended for adoption.

Clara Starr, Originator

BOARD OF TRUSTEES
DR. ANITA GRIER, PRESIDENT • LAWRENCE WONG, ESQ., VICE PRESIDENT • DR. NATALIE BERG
JOHNNIE L. CARTER, JR. • MILTON MARKS III • JULIO J. RAMOS, ESQ. • RODEL E. RODIS • RICHARD CANTORA, STUDENT TRUSTEE
DR. PHILIP R. DAY, JR., CHANCELLOR

RESOLUTION 030424-G1

TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC
EMPLOYEES: General Fund, Unrestricted

RESOLVED: That the following named persons be appointed to temporary part-time academic assignments for the semester and department shown. Employment is contingent upon adequate class enrollment, possession of applicable minimum qualifications and/or applicable credential, tuberculosis clearance, assignment availability under Article 13-1 of the AFT contract and completion of all District documents necessary to establish eligibility for appointment. Salary shall be in accordance with the appropriate instructional/non instructional rates as provided by Article 20 of the AFT contract. Total assignments for temporary part-time academic employees shall not exceed 60% of the hours per week considered a full-time assignment for regular employees having comparable duties. Total overload/extra pay assignments for full-time academic employees shall be in accordance with the relevant provisions of the appropriate bargaining contracts and the City College of San Francisco Faculty Handbook.

SPRING 2003

(+: Full-time overload/extra pay)
(*: New hourly academic employee)

	Name	Department	Division
+	Bacon, Linda	Biological Sciences	Credit
	Boegel, Thomas Paul	Office of Instruction	Credit
	Bolden, Pinkie L	Health Science	NonCredit
*	Cavanaugh, John D	Health Care Technology	Credit
	Cross, Kevin W	Journeyman-Training	NonCredit
	Dea, Alvin M	English As a Second Language	NonCredit
+	Dewar, Cynthia E	English	Credit
	Freedman, Beth Gail	Health Science	Credit
	Freeman-Mcguire, Micha	Licensed Vocational Nursing	Credit
	Gillespie, Elgy	English As a Second Language	NonCredit
+	Gorthy, Michelle K	English	Credit
+	Green, Dennis	Social Science	Credit
	Gregory, Linda	Labor Studies	Credit
	Ingersoll, Francis	Health Science	NonCredit
*	Jones, Matthew J L	Journeyman-Training	NonCredit
*	Kamitaki, Lisa Y	English	Credit
+	Kudsi, Omar S	English	Credit
	Lee, Pamela Tau	Labor Studies	NonCredit
	Lee, Yunsun	Art	Credit
	Legaspi, Erlinda Espir	English	Credit
+	Leung, Lorelei	Interdisciplinary Studies	Credit
+	Lin, Doris K	Chemistry	Credit
	Long, William Eugene	Health Science	NonCredit
	Maisler, Martin R	Journeyman-Training	NonCredit
	McCloskey Jr, John F.	Journeyman-Training	Credit
+	Mireles, Enrique	Undeclared Department	Credit
	Mostasisa, Theresa M.	Licensed Vocational Nursing	Credit
	Nunez, Sal	Health Science	Credit
	Perez, Jorge L.	Learning Assistance	Credit
	Pinto, Vincenzo	Physics	Credit
	Rincon, Dory P	Health Care Technology	Credit
+	Solow, Michael Alan	Chemistry	Credit
+	Tan, Bie H	Math Bridge Program	Credit
	Tragardh, Thomas	English As a Second Language	Credit
	Vance, Caroline E	Child Dev. & Family Studies	Credit

	Waxman, Joseph C	Labor Studies	NonCredit
+	Yiu, Winnie Lai Fai	Learning Assistance	Credit

SUMMER 2003

(+: Full-time overload/extra pay)
(*: New hourly academic employee)

	Name	Department	Division
	Accornero, Marc	Foreign Languages	Credit
+	Aguiar, Glenn E	Mathematics	Credit
	Alvarado, Salvador	Transitional Studies	NonCredit
	Antonio, Gary A.	Engineering & Technology(Weld)	Credit
	Ashton, Mary E	Biological Sciences	Credit
	Auyeung, Mabel K	Child Dev. & Family Studies	Credit
	Axt, Anita A	Foreign Languages	Credit
	Bacsierra, Benjamin J	English	Credit
	Baedeker, Robert J	English	Credit
	Baraff, Barbara E	Foreign Languages	Credit
	Barron, Patrick V	English	Credit
	Bartholomew, Muriel I	Foreign Languages	Credit
	Bautista, Reina G	Foreign Languages	Credit
+	Beasley, Willis M	Engineering & Technology(Weld)	Credit
	Beavers, Anna R	Bus/Office Tech/Small Bus	NonCredit
	Bedecarrax, Edmund	Biological Sciences	Credit
	Begg, Connie M	Photography	Credit
	Beisbier, Beverly	English As a Second Language	Credit
	Bell, Elise J.	Computer Networking & InfoTech	Credit
+	Bell, Loren	English	Credit
	Bello, Leonel	Bus/Office Tech/Small Bus	Credit
	Berger, Jacqueline Lis	English	Credit
	Bernstein, Harry	Older Adults	NonCredit
	Berston, Susan	Bus/Office Tech/Small Bus	NonCredit
	Berston, Susan	Bus/Office Tech/Small Bus	Credit
+	Biehn, Jennifer	Bus/Office Tech/Small Bus	Credit
	Bloom, Harriet	Older Adults	NonCredit
	Blundell, Solon F	Mathematics	Credit
	Bohan, Janet Ruth	Computer Networking & InfoTech	Credit
	Bosson, Monica N.	English	Credit
	Bowne, Samuel F	Computer Networking & InfoTech	Credit
	Boyle, Robert Patrick	Cul Arts & Hospitality Studies	NonCredit
	Breda, Carmen	Consumer Education	NonCredit
	Britton, Ruth B	English As a Second Language	Credit
	Brothers, Jo E	Consumer Education	NonCredit
	Brownsey, Maureen A	Women's Studies	Credit
	Brunner, Edda S	Foreign Languages	Credit
+	Buford, Sylvia Y	Child Dev. & Family Studies	Credit
	Burt, Tracy C	Child Dev. & Family Studies	Credit
+	Butler, Rebecca Joyce	Bus/Office Tech/Small Bus	Credit
+	Calvello, Michael	English	Credit
	Carballo, Pebble S	Bus/Office Tech/Small Bus	Credit

+	Castro-Gonzalez, Gonza	Mathematics	Credit
	Chan, Frances C.	Consumer Education	NonCredit
	Chen, Kwan S	Mathematics	Credit
	Cheng, Chih-Yih	Foreign Languages	Credit
	Chinn, Garrett	Older Adults	NonCredit
	Chun, Derrick Q	Bus/Office Tech/Small Bus	NonCredit
	Chung, J Chuong H	Asian-American Studies	Credit
	Chytrowski, Patricia C	Graphic Communication	Credit
	Ciraulo, Donelle M	Film Production	Credit
	Clark, Eva H	Transitional Studies	NonCredit
+	Clark, Ophelia	Student Services	Credit
	Cline, Elissa A.	Interdisciplinary Studies	Credit
	Coles, Lynn M	Older Adults	NonCredit
+	Collins, John R	English	Credit
+	Concin, Claudio	Foreign Languages	Credit
	Costarides, Harilaos V	English	Credit
	Cousineau, Kathryn	Architecture	Credit
	Cox, Karen C	English	Credit
	Cribbs, Walter J	Mathematics	Credit
	Curtis-Egan, Carla A	Disabled Stud Prog & Services	NonCredit
	Cutten, Barbara M	Bus/Office Tech/Small Bus	Credit
+	Dang, Lorrain L	Chemistry	Credit
	Darby, Sam A	Bus/Office Tech/Small Bus	Credit
	Darck, Jeffrey L.	Mathematics	Credit
	Degani, Nadereh	Photography	Credit
+	Degroot, Peter H	Social Science	Credit
	Dinkins, Shari H	English	Credit
	Dupon, Dan G	Mathematics	Credit
	Easa, Leila F	English	Credit
+	Edwards, Shari [illegible]	Biological Sciences	Credit
+	Fa, Angelina M	Asian-American Studies	Credit
	Fang, Lynn L	Consumer Education	NonCredit
	Fernandez, Germania	Foreign Languages	Credit
	Fitzgerald, Carole	Disabled Stud Prog & Services	NonCredit
+	Fong, May	Consumer Education	NonCredit
	Fong, Wendy M	Interdisciplinary Studies	Credit
	Frahm, Janene	English	Credit
	Fredericks, James T	Mathematics	Credit
	Fung, Allen K	Bus/Office Tech/Small Bus	NonCredit
	Fung, Tracey May	Biological Sciences	Credit
+	Gamba, Raymond J.	Behavioral Sciences	Credit
	Gavryshova, Nataliya K	Mathematics	Credit
	Gill, Carl	Bus/Office Tech/Small Bus	NonCredit
	Givens-Tolson, Cathryn	Consumer Education	NonCredit
	Glessner, Janet M.	Older Adults	NonCredit
	Grandits, Frank J	English As a Second Language	Credit
	Grayson, Richard B	Bus/Office Tech/Small Bus	NonCredit
+	Green, Herbert K	English	Credit
	Grimes, Paul G	English As a Second Language	Credit
	Guiuan, Antonio S	Asian-American Studies	Credit
	Gurney, Robert Peter	Behavioral Sciences	Credit

TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC EMPLOYEES: General Fund, Unrestricted

Hansen, Carol L	English	Credit
Hanson, Edward S	Biological Sciences	Credit
Hawthorne, Mark R	Administration of Justice	Credit
Haynes-Creswell, Sharo	Bus/Office Tech/Small Bus	NonCredit
Heilweil, Victoria M	Photography	Credit
Hellerstein, Nathaniel	Mathematics	Credit
Hill, Roger W	Biological Sciences	Credit
Ho, Charles Y	Biological Sciences	Credit
Ho, Margaret S	Foreign Languages	Credit
Ho, Miao-Chuan	Computer Networking & InfoTech	Credit
Hom, Melvin L	Mathematics	Credit
Hopkins, Aisjah B	Older Adults	NonCredit
Hornor, Ni Z	Mathematics	Credit
Hu, Karin G	Behavioral Sciences	Credit
Hu, Thomas	Mathematics	Credit
Hudson, Julia	Bus/Office Tech/Small Bus	NonCredit
James, Arlene	Transitional Studies	NonCredit
Jeh, Wesley M.	Mathematics	Credit
Johnson, Michael S	Foreign Languages	Credit
Jones, Keith D.	Bus/Office Tech/Small Bus	NonCredit
Kamitaki, Lisa Y	English	Credit
Kan, Jimmy P	Mathematics	Credit
Knapp, Glenn	Bus/Office Tech/Small Bus	Credit
Kudsi, Omar S	English	Credit
Kuhns, Craig S	Bus/Office Tech/Small Bus	Credit
Kwan, Dan Bingman	Foreign Languages	Credit
Langdon, Michael R.	English	Credit
Langmo, Tore E	English	Credit
Lass, Barbara M.	Behavioral Sciences	Credit
Lau, Shuk-Han	Bus/Office Tech/Small Bus	NonCredit
Lerma, Jess	English	Credit
Leung, Bruce K	Bus/Office Tech/Small Bus	Credit
Levy, Deborah Lynn	English As a Second Language	Credit
Lin, Doris K	Chemistry	Credit
Ling, Gary R	Mathematics	Credit
Lofthouse, Erin J.	English As a Second Language	Credit
Louie, Margaret L	Behavioral Sciences	Credit
Luey, Leon J	Mathematics	Credit
Lum, Lily Yuen	Mathematics	Credit
Lym, Brian K.	Library Services	Credit
Mack, Beverly K	Consumer Education	NonCredit
Magid, Fay A	Older Adults	NonCredit
Malachowski, Michael	Biological Sciences	Credit
Marinas, Marina	Mathematics	Credit
Martinez, Rose M	Bus/Office Tech/Small Bus	NonCredit
Masood-ul-Alam, Abul K	Mathematics	Credit
Massalski, Andrea Schw	Photography	Credit
McInerny, William J	Chemistry	Credit
Metzgar, Joseph V	Bus/Office Tech/Small Bus	NonCredit
Mickelson, Linda Ann	Child Dev. & Family Studies	Credit
Mijatovic, Katarina	English As a Second Language	Credit

	Miller, H. Brown	English	Credit
	Miller, Norma A	Disabled Stud Prog & Services	NonCredit
+	Mogar, Mariannina	Child Dev. & Family Studies	Credit
	Monroy, Maria M	Bus/Office Tech/Small Bus	NonCredit
	Montesano, Philip	Social Science	Credit
	Morabito, Salvatore	Foreign Languages	Credit
+	Morell, Gerald	Mathematics	Credit
+	Moreno, Edward	Social Science	Credit
	Nakaji, Diane	Behavioral Sciences	Credit
+	Nance, Glenn R	Social Science	Credit
	Navarro, Francoise J	Foreign Languages	Credit
+	Nelson-Lundy, Jessica	English	Credit
	Nichols, Russell	English As a Second Language	Credit
	Nuttall, Allan P.	Bus/Office Tech/Small Bus	Credit
	Nzewi, Esther N.	Behavioral Sciences	Credit
	Orbeck, Tanja	English As a Second Language	Credit
	Padilla, Rodolfo	Bus/Office Tech/Small Bus	NonCredit
	Park, John J	English	Credit
	Peirce, Pamela K	Environmental Hort & Floristy	Credit
	Phillips, Andrea S	African American Scholastic Pg	Credit
+	Piontkowski, Dennis	Mathematics	Credit
	Potter, Elizabeth A	Transitional Studies	NonCredit
	Queen, Miriam H.	English As a Second Language	Credit
	Rea, Raymond	Film Production	Credit
	Resus, Araceli	Phillipine Studies	Credit
+	Reyes, Joseph A	Biological Sciences	Credit
	Richards, Barbara J	Transitional Studies	NonCredit
	Riggs, Charles J	English	Credit
	Robbins, Jan S.	Older Adults	NonCredit
	Rodriguez, Pablo E	Transitional Studies	NonCredit
	Rosenbaum, Leanna L	Instructional Computing Lab	Credit
	Rosenberg, Stephanie C	Bus/Office Tech/Small Bus	NonCredit
	Rush, Helen	Bus/Office Tech/Small Bus	NonCredit
	Russakovskii, Yevgeniy	Mathematics	Credit
	Sakai, Yayoi A	Environmental Hort & Floristy	Credit
	Sato, Keiko	Foreign Languages	Credit
	Schulz, Henry William	Behavioral Sciences	Credit
	Senzaki, Randall K.	Asian-American Studies	Credit
	Settles, Michal F	Bus/Office Tech/Small Bus	Credit
	Silverman, Herb M	Transitional Studies	NonCredit
	Smith, Marilyn Z	Mathematics	Credit
	Smith, Ronda L.	Bus/Office Tech/Small Bus	Credit
+	Srouji, Ghassan	Mathematics	Credit
	Stein, Ron R.	English As a Second Language	Credit
	Suttle, Peter F	English As a Second Language	Credit
	Swartz, Thomas J	Mathematics	Credit
+	Ta, Hoa M	Asian-American Studies	Credit
	Takamatsu, Nobuko	Foreign Languages	Credit
+	Tang, Paul S	Mathematics	Credit
+	Taylor, Joyce T	English	Credit
	Thaggert, Henry Laymel	Mathematics	Credit

TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC EMPLOYEES: General Fund, Unrestricted

Torres, Edgar L	Social Science	Credit
Uchida, Hideki R	Bus/Office Tech/Small Bus	Credit
Valesco, Frances K.	Bus/Office Tech/Small Bus	NonCredit
Van Ecke, Yolanda H.	Behavioral Sciences	Credit
Van Hasselt, Jade G	Child Dev. & Family Studies	Credit
Vasquez, Miguel A	Foreign Languages	Credit
Vayngortin, Lev D	Mathematics	Credit
Vo, Danny	Mathematics	Credit
Weinberg, Gary L	English As a Second Language	Credit
Wetzel, Cherie L	Biological Sciences	Credit
Whitehead, John	Social Science	Credit
Wille, Patrick	Bus/Office Tech/Small Bus	Credit
Williams, Maria M	Bus/Office Tech/Small Bus	NonCredit
Williamson, Stephanie	Photography	Credit
Wolff, Ronald P	Child Dev. & Family Studies	Credit
Wong, Francisco	Social Science	Credit
Wong, Manuel K	Child Dev. & Family Studies	Credit
Woods, Anthony D	English	Credit
Wright, Etsuko T	Foreign Languages	Credit
Yamashiro, Lisa	Consumer Education	NonCredit
Yrun, Mario R	Bus/Office Tech/Small Bus	Credit

G1 Summer 2003: 216

Total for G1: 253

RESOLUTION 030424-G2

TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC
EMPLOYEES: General Fund, Restricted

RESOLVED: That the following named persons be appointed to temporary part-time academic assignments for the semester, department and restricted program shown. Employment is contingent upon funds available in the applicable restricted program. Employment is contingent upon adequate class enrollment, possession of applicable minimum qualifications and/or applicable credential, tuberculosis clearance, assignment availability under Article 13-1 of the AFT contract and completion of all District documents necessary to establish eligibility for appointment. Salary shall be in accordance with the appropriate instructional/non-instructional rates as provided by Article 20 of the AFT contract. Total assignments for temporary part-time academic employees shall not exceed 60% of the hours per week considered a full-time assignment for regular employees having comparable duties. Total overload/extra pay assignments for full-time academic employees shall be in accordance with the relevant provisions of the appropriate bargaining contracts and the City College of San Francisco Faculty Handbook.

SUMMER 2003

(+: Full-time overload/extra pay)
(*: New hourly academic employee)

Name	Department	Grant	Division
Good, Maral	Disabled Stud Prog & Services	Disabled Student Excess Cost 02-03	NonCredit
Mun, Vivien C	Disabled Stud Prog & Services	Disabled Student Excess Cost 02-03	NonCredit

G2 Summer 2003: 2

Total for G2: 2

Total Records: 255

030424 – G3
Full-Time Temporary

RESOLVED: That on the effective dates indicated, the following named academic employees be appointed as full-time temporary (long-term substitute) faculty. Appointment shall be contingent upon verification of satisfactory physical examination, a tuberculosis clearance, and completion of appropriate District documents. Salary shall be in accordance with the current salary schedule.

NAME	DEPARTMENT/CAMPUS	STATUS	REPLACEMENT FOR	EFFECTIVE DATES
CATALDO, Beth	Interdisciplinary Studies / Phelan & Various	Full-Time Temporary (Long-Term Substitute)	Glenda Drew U-5120-1129-6010-C FS9999	08/14/03 – 12/19/03
TALUSAN, Edgardo	Nursing – Licensed Vocational/ John Adams	Full-Time Temporary (Long-Term Substitute)	Gloria Bautista U-5120-1129-6010-C FS9999	08/14/03 – 12/19/03

030424 – G4
Name Change

RESOLVED: That the name of the following academic employee be changed for record purposes:

FROM	TO
Hernandez, Linda T.	De Caterina, Linda

030424 – G5
Leave of Absence

RESOLVED: That for the effective dates shown the following named academic personnel be granted leave of absence:

NAME	DEPARTMENT/CAMPUS	CONTRACT SECTION		EFFECTIVE DATES
Lum, Lily	Mathematics/Ocean	17.P	66.6%	08/18/03 – 12/19/03

030424 – G6
Leave of Absence

RESOLVED: That for the effective dates shown the following named academic personnel be granted leave of absence:

NAME	DEPARTMENT/CAMPUS	CONTRACT SECTION		EFFECTIVE DATES
Lum, Lily	Mathematics/Ocean	17.P	46.6%	01/05/04 – 05/26/04

CITY COLLEGE OF SAN FRANCISCO
50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

H1

DATE: April 24, 2003

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **Academic Employees**
Credit Program/Non-Credit Program
Categorically Funded
City College of San Francisco
(Resolutions 030424-H1)

BACKGROUND INFORMATION:

Resolutions 030424-H1 cover categorically funded temporary academic employees appointments and/or other related personnel transactions pursuant to the provision of California Education Code #87470. All Appointments are classified as temporary, when services are required and funds are provided. Board of Trustees approval is required.

The following resolutions are recommended for adoption.

Clara Starr, Originator

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RESOLUTION 030424-H1

TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC EMPLOYEES: Categorically Funded.

RESOLVED: That the following named persons be appointed to temporary part-time academic assignments for the semester, department and grant shown. Employment is pursuant to Education Code section 87470 and contingent upon funds available in the applicable Grant/Contract. Employment is contingent upon adequate class enrollment, possession of applicable required minimum qualifications and/or applicable credential, tuberculosis clearance, assignment availability under Article 13-1 of the AFT contract and completion of all District documents necessary to establish eligibility for appointment. Salary shall be in accordance with the appropriate instructional/non-instructional rates as provided by Article 20 of the AFT contract. Total assignments for temporary part-time faculty shall not exceed 60% of the hours per week considered a full-time assignment for regular employees having comparable duties. Total overload/extra pay assignments shall be in accordance with the relevant provisions of the appropriate bargaining contract and the City College of San Francisco Faculty Handbook.

SPRING 2003

(+: Full-time overload/extra pay)
(*: New hourly academic employee)

	Name	Department	Grant	Division
+	Armstrong, James C	Chemistry	ECO-NCBC 02-03 CT#01-304	Credit
	Azevedo, Americ	Contract Education	Private Company-Various SMCT	NonCredit
	Bartholomew, Muriel I	Contract Education	SFDHS-Edgewood Training 02-03	NonCredit
+	Chin, Tina W	Teachers' Resource Center	ABE 321 Workforce Investment 02-03	Credit
+	Corbie, Terrence	Contract Education	SFDHS-Edgewood Training 02-03	NonCredit
	Curl, Diana E	Child Dev. & Family Studies	Family Child Care Training Institut	Credit
*	Deng, Linda Y	Vocational Education	WIA-Muni Career Ladder	Credit
+	Denoon, James C	English As a Second Language	ABE 321 Workforce Investment 02-03	Credit
+	Drucker, Ronald	Child Dev. & Family Studies	FSS-ISFP/TPMS - Year2	NonCredit
*	Eppler, Dorothy B	Biological Sciences	ECO-NCBC 02-03 CT#01-304	Credit
	Eskandari, Fattah T	Child Dev. & Family Studies	FSS-ISFP/TPMS - Year2	NonCredit
	Freedman, Beth Gail	Health Science	SFDPH/Child Safety	Credit
	Ingersoll, Francis	Contract Education	SFDHS-Edgewood Training 02-03	NonCredit
	Jackson, Lawrence J	Bus/Office Tech/Small Bus	Partnership for Excellence	Credit
	Johnson, Linda M	Vocational Education	The CA Endowment Welcome Back YR1	NonCredit
	Johnson, Linda M	Vocational Education	The CA Endowment Welcome Back YR3	NonCredit
	Johnson, Linda M	Vocational Education	The CA Endowment Welcome Back YR3	Credit
	Land, Kirkwood M	Biological Sciences	ECO-NCBC 02-03 CT#01-304	Credit
+	Lee, Maggie M	Teachers' Resource Center	ABE 321 Workforce Investment 02-03	Credit
	Lee, Pamela Tau	Vocational Education	WIA-Muni Career Ladder	Credit
	Lew, Raymond D	Vocational Education	WIA-Muni Career Ladder	Credit
	Liu, Debra R	Teachers' Resource Center	ABE 321 Workforce Investment 02-03	Credit
	Markham, Diana L	Child Dev. & Family Studies	FSS-ISFP/TPMS - Year2	NonCredit
+	McAteer, Robert Anth	Vocational Education	The CA Endowment Welcome Back YR2	Credit
	McGlothlin, Joanne M	Vocational Education	WIA-Muni Career Ladder	Credit
+	Meunier-Fiebelkorn, Murie	Child Dev. & Family Studies	Family Child Care Training Institut	Credit
	Padilla, Rodolfo	Contract Education	SFDHS-Edgewood Training 02-03	NonCredit
	Peirce, Katrina	English As a Second Language	The CA Endowment Welcome Back YR3	Credit
	Pogge, Crima B	Biological Sciences	ECO-NCBC 02-03 CT#01-304	Credit
+	Redfearn, Germaine	Foreign Languages	Partnership for Excellence	Credit
	Richards, Johnetta G	Students Development- Athletics	Partnership for Excellence	Credit
	Rincon, Dory P	Health Care Technology	Partnership for Excellence	Credit
+	Seeto, Big-Qu C	Teachers' Resource Center	ABE 321 Workforce Investment 02-03	Credit
	Simmons, Deborah L	Nursing	Eco-ADNP 01-04-CT#01-NUR-010	Credit

RESOLUTION 030424-H1 TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC EMPLOYEES: Categorically Funded.

+	Tsang, Simon	Teachers' Resource Center	ABE 321 Workforce Investment 02-03	Credit
+	Tse, Annie	Health Science	SFDPH/Child Safety	Credit
+	Wang, Alicia C	English As a Second Language	Partnership for Excellence	Credit
	Wedemeyer, William Kirb	Vocational Education	Vatea T1A-BARC-Ph3 SFBay Career	Credit
	Winston, Terri L	Mentoring & Service Learning	Partnership for Excellence	Credit
	Wolf-Prusan, Rebecca J	Vocational Education	WIA-Muni Career Ladder	Credit
	Zahedi, Shaye Z	Contract Education	SFDHS-Edgewood Training 02-03	NonCredit
+	Zinn, Linda	Teachers' Resource Center	ABE 321 Workforce Investment 02-03	Credit

H1 Spring 2003: 42

SUMMER 2003

(+: Full-time overload/extra pay)
(*: New hourly academic employee)

	Name	Department	Grant	Division
	Finocchio, Leonard J	Health Science	The CA Endowment Welcome Back YR3	Credit
	Gruenig, Thomas B.	Bus/Office Tech/Small Bus	Vatea-REEC CT#02-0001	Credit
	Guo, Sujuan	Teachers' Resource Center	ABE 321 Workforce Investment 02-03	Credit
+	Huynh, Kim-Dung L	Cal Works	Temp Assist for Needy Family 02-03	Credit
	Lee, Wayne C	Teachers' Resource Center	ABE 321 Workforce Investment 02-03	Credit
	Lew, Raymond D	Vocational Education	WIA-Muni Career Ladder	Credit
	Mijatovic, Katarina	Information Technology Srvcs	Telecommunications & Tech 01-02	Credit
+	Norris, Jennifer Ann	Vocational Education	Vatea IIC 02-03	Credit
	Parker, James	English As a Second Language	Partnership for Excellence	Credit
	Reed, Robert W	Vocational Education	Vatea IIC 02-03	Credit
	Reichman, Linda K	Teachers' Resource Center	ABE 321 Workforce Investment 02-03	Credit
	Richards, Barbara J	Mentoring Services Learning	Partnership for Excellence	Credit
	Rodriguez, Pablo E	Transitional Studies	Partnership for Excellence	Credit
	Rush, Helen	Mentoring Service Learning	Partnership for Excellence	Credit
	Scanlan, Sonia S	Consumer Education	Vatea IIC 02-03	Credit
	Settles, Michal F	Vocational Education	WIA-Muni Career Ladder	Credit
	Wolf-Prusan, Rebecca J	Vocational Education	WIA-Muni Career Ladder	Credit
	Wood, Janice R.	Vocational Education	Vatea IIC 02-03	Credit
	Yamashiro, Lisa	Consumer Education	Vatea IIC 02-03	Credit
	Ye, Irene Z	Teachers' Resource Center	ABE 321 Workforce Investment 02-03	Credit

H1 Summer 2003: 20

Total for H1: 62

Total Records: 62

CITY COLLEGE OF SAN FRANCISCO
50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

N1

DATE: April 24, 2003

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **Academic Employees**
Community Services Classes
City College of San Francisco
(Resolutions 030424-N1)

BACKGROUND INFORMATION:

Resolutions 030424-N1 covers appointments of academic employees to Community Service Classes and/or other related transactions pursuant to the provisions of California Education Code #78300. All appointments are classified as temporary, hourly unless otherwise stated in the resolution. Board of Trustees approval is required.

The following resolutions are recommended for adoption.

Clara Starr, Originator

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TEMPORARY HOURLY ASSIGNMENTS -
ACADEMIC EMPLOYEES: Community Services Programs

RESOLVED: That the following named persons be appointed to temporary part-time academic assignments in Community Services and related Programs pursuant to Education Code Section 78300. Employment is contingent upon adequate class enrollment, possession of applicable required minimum qualifications and/or applicable credential, tuberculosis clearance, assignment availability under Article 13-1 of the AFT contract and completion of all District documents necessary to establish eligibility for appointment. Salary shall be in accordance with the appropriate instructional/non-instructional rates as provided by Article 20 of the AFT contract. Total assignments for temporary part-time faculty shall not exceed 60% of the hours per week considered as full-time assignments for regular employees having comparable duties. Total overload/extra pay assignments for full-time faculty shall be in accordance with the relevant provisions of the appropriate bargaining contract and the City College of San Francisco Faculty Handbook.

SPRING 2003

(+: Full-time overload/extra pay)
(*: New hourly academic employee)

	Name	Department	Division
	Baysek, Greg P	Community Services	NonCredit
	Mahoney, Vincent W	Community Services	NonCredit
*	Ryle, Janine D	Community Services	NonCredit

N1 Spring 2003: 3

Total for N1: 3

Total Records: 3

CITY COLLEGE OF SAN FRANCISCO
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DATE: April 24, 2003 **S1**

TO: Board of Trustees

FROM: Dr. Phil R. Day, Jr., Chancellor

SUBJECT: HUMAN RESOURCES
Authorization to establish new wage rates/ premiums and benefits levels for fiscal year 2000-2001 (Resolution No. 030424-S1)

BACKGROUND INFORMATION:

The Administration recommends that the Board of Trustees authorize the Administration to establish wage rates/premiums for the following:

	CLASSIFICATION AND CLASSIFICATION NUMBER	WAGE RATES	UNION DESIGNATION
A	Parking Meter Repairer – 7444	Step 1 - $20.42 Step 2 - $21.43 Step 3 - $22.50 Step 4 - $23.63 Step 5 - $24.81	Local 790

RESOLVED: That the Chancellor and the Vice Chancellor of Finance and Administration, and/ or their designees(s), are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Clara Starr, Originator

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CITY COLLEGE OF SAN FRANCISCO
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Date: April 24, 2003 **W1**

To: Board of Trustees

From: Dr. Philip R. Day, Jr., Chancellor

Subject: REAL ESTATE
DECLARATION OF INTENTION TO SELL REAL PROPERTY
(Resolution No. 030424-C2)

BACKGROUND INFORMATION:

WHEREAS, the San Francisco Community College District may, pursuant to the provision of California Education Code section 81360, sell real property belonging to it which will not be needed by the District for school classroom buildings, and

WHEREAS, the San Francisco Community College District owns real property in the City and County of San Francisco, located at 2550-2560 Mission Street, which will not be needed by the District as a school classroom building.

RECOMMENDATION:

NOW, THEREFORE, BE IT RESOLVED: That the San Francisco Community College District declares that it intends to sell the property it owns at 2550-2560 Mission Street, San Francisco, California, and more particularly described on the attached Exhibit A. The minimum price for the sale of the property shall be $ _____. The terms of the sale are all cash to seller at the close of escrow, together with the buyer's assumption of the leasehold obligations to which the property is subject.

BE IT FURTHER RESOLVED: Pursuant to California Education Code section 81372 that the duties described in California Education Code section 81370 and 81371 shall be performed by Mr. Peter Goldstein, Vice Chancellor of Finance and of the San Francisco Community College District. On _____, 2003, at 2:00 p.m., in Room ____, 33 Gough Street, San Francisco, California, Mr. Goldstein will open sealed proposals to purchase and will call for oral bids to purchase the above-referenced real property.

BE IT FURTHER RESOLVED: That this date may be amended by a future action of the Board of Trustees to ensure that the sale of this property does not occur prior to the College's entering into a lease with the San Francisco Unified School District for the SFUSD's property located at 22nd and Bartlett Streets.

AND BE IT FURTHER RESOLVED: That the Chancellor of the San Francisco Community College District be, and hereby is authorized in person or through his agents, to pursue the sale of the above-referenced property pursuant to the provision of Title 3, Division 7, Part 49, Chapter 2, Article 4 California Education Code, and to issue and execute all documents and instruments reasonably necessary therefore.

Peter Goldstein, Originator

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EXHIBIT A
[Property Description]

All that certain real property located in the City and County of San Francisco, State of California and more particularly described as follows:

COMMENCING at a point on the westerly line of Mission Street, distant thereon 112 feet, 3 inches northerly from the intersection thereof with the northerly line of 22nd Street; thence northerly 4E 29' 21" westerly along said westerly line of Mission Street 160 feet, 10 inches; thence southerly 81E 53' 39' westerly 160 feet, 3 inches; thence northerly 4E 29' 21" westerly 42 feet and 1/2 inch; thence southerly 85E 30' 39" westerly 90 feet to a point in the easterly line of Bartlett Street; distant thereon southerly 215 feet from the intersection thereof with the southerly line of 21st Street; thence southerly 4E 29' 21" easterly along said easterly line of Bartlett Street 208 feet, 9 inches; thence northerly 81E 43' 39" easterly 250 feet, 6-1/2 inches to the point of commencement.

CITY COLLEGE OF SAN FRANCISCO
50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: April 24, 2003

FOR INFORMATION ONLY
NO ACTION NECESSARY

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **CAPITAL OUTLAY**
Report on construction contracts under $15,000, and construction related professional services under $10,000 Office of Facilities Planning, City College of San Francisco (030424-FIO)

BACKGROUND INFORMATION:

This report is for information only as authorized by Resolution 000525-B5 regarding construction contracts that are no more than $15,000, and Resolution No. 000622-S3 regarding construction related professional services that are no more than $10,000 and to be reviewed by Board Trustees as required by the Education Code Section 81656.

1. **Ng's Landmark Building & Engineering Contractors, Inc. –** Science Hall, Boiler Tanks Abatement and Removal. Contract Order $14,300, funded by 1997 General Obligation Bond.

2. **Ng's Landmark Building & Engineering Contractors, Inc. –** Science Hall, CNIT Administrative Offices Remodel, Room S147, $2,085.39, 2001 General Obligation Bond.

3. **Pacific Auxiliary Fire Alarm Company – Science Hall Fire Alarm Upgrade.** System Programming and Certification $4,764, funded by 1997 General Obligation Bond.

Originator: Peter Goldstein
w/ David Liggett

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FOR INFORMATION ONLY

Honorable Board of Trustees of the
San Francisco Community College District

Subject: Report on grant activity for March 2003, April 2003, City College of San Francisco

This report is for information only on City College of San Francisco grant activity for the month of March 2003 and April 2003.

Grants involving less than $50,000 and/or less than $50,000 match:

The Miriam and Peter Haas Fund has notified the Child Development and Family Studies Department, Center-Based and State Preschool Programs that it is eligible to receive an additional $27,000. This money is designated for the purchase of supplies and equipment to support the on-going operation of the child development programs. For further information, please refer to the original resolution numbers: 000525-C3, 010319-C3, 020228-B10.

San Francisco CARES - City College of San Francisco's Child Development and Family Studies Department will receive additional funds from Wu Yee Children's Services to provide academic advising, career advising, and professional development through the San Francisco Early Childhood Professional Development Project. This funding will also support the credit classes offered through the Child Development and Family Studies Department. The additional amount awarded is $165,000 for the fiscal year, 2003-2004. For further information, please refer to the FIO resolution, 020829 (p. 108).

Originator: Sandra Handler

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FOR INFORMATION ONLY

Honorable Board of Trustees of the
San Francisco Community City College District

Subject: Report on contract activity for March 2003, April 2003 City College of San Francisco

This report is for information only on City College of San Francisco contract activity for March 2003 and April 2003.

Contracts involving less than $50,000:

Pattec Corporation – Contract total $2,340, term March 10, 2003 to March 13, 2003, for providing a 13-hour "Project Management" educational program to a delegation from China.

EastWest Bank – Contract total $720, term April 21, 2003 to April 22, 2003 for providing two days of computer lab and technical assistance for the bank training.

Harris and Associates – Contract total $1,200, term April 1, 2003 to April 30, 2003, for providing two 2-hour "Time and Stress Management" workshops.

Originator: Judy Teng

San Francisco State University (SFSU) – City College of San Francisco will extend its year 2 contract as a sub-recipient of funds awarded to SFSU by the Department of Health and Human Services through February 28, 2004. Also, it will enter into a year 3 contract with SFSU for DHHS funds in the amount of $14,633. The year 3 contract will also terminate on February 28, 2004. The purpose of the funding is to continue the HealthPath, which creates a mentorship and academic program to support students who have chosen or may chose a health care profession.

Originators: Linda Squires Grohe
Wing Tsao

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Private Industry Council (PIC) – City College of San Francisco will be a sub-recipient of funds awarded to PIC by the Governor of California's Workforce Initiative Act, Nurse Workforce Initiative Program. CCSF agrees to use the funds (1) to offer a course to prepare incumbent hospital Certified Nurse Assistants for enrollment in the Licensed Vocational Nursing (LVN) Program, and to then enroll in its LVN Program, those participants who complete this preparatory course, (2) to offer an additional cycle of its one-semester LVN Refresher Course, and (3) to increase by ten, the number of students enrolled in the Registered Nursing Program; these new slots will be for qualified incumbent hospital workers. Total funding will not exceed $98,000. The duration of the project is from January 1, 2003 to September 5, 2005.

Originator: Linda Squires Grohe

Chinese for Affirmative Action - City College of San Francisco's ESL Department will contract with Chinese for Affirmative Action for a total not to exceed $16,582 for the period April 4, 2003 to August 30, 2003. City College will provide Vocational English as a Second Language (VESL) training for San Francisco residents interested in the construction trades. This program is designed for those with prior construction experience.

Originator: Joanne Low

INFORMATION REPORT
NO ACTION NECESSARY

DATE: **April 24, 2003**

TO: **Board of Trustees**

FROM: **Dr. Philip R. Day, Jr., Chancellor**

Subject: Chancellor's Report
Academic Employees
Acceptance of Resignation
with the Intent to Retire
(030424 – RPT)

The following academic employees have submitted, and the Chancellor has accepted, their resignations pursuant to Governing Board Resolution No. 910228-S7.

NAME	STATUS	DEPARTMENT	CAMPUS	EFFECTIVE COB DATE
Abarca, Susan	Full-time	DSPS	John Adams	05/23/03
Fain, Sharon	Full-time	Counseling-New Student	Downtown	05/23/03
Fullerton, Sandra J.	Full-time	ESL	John Adams	05/23/03
Handler, Sandra	Administrator	School of Behavioral and Social Sciences	Ocean	06/30/03
Levinson, Stephen	Full-time	English	Ocean	05/23/03
Mathes, Valerie L.	Full-time	Social Sciences	Ocean	05/23/03
Munro, Thomas G.	Full-time	Business	Ocean	05/23/03
Paulsen, Philip W.	Full-time	LLRC/Audio/Visual	Ocean	05/23/03
Peck, Daniel	Full-time	Transitional Studies	John Adams	05/23/03
Simpliciano, Sixta C.	Full-time	ESL	Mission	05/23/03

Originator: Clara Starr

INFORMATION REPORT
NO ACTION NECESSARY

DATE: **April 24, 2003**

TO: **Board of Trustees**

FROM: **Dr. Philip R. Day, Jr., Chancellor**

Subject: Chancellor's Report
Academic Employees
Acceptance of Resignation
(030424 – RPT)

The following academic employees have submitted, and the Chancellor has accepted, their resignations pursuant to Governing Board Resolution No. 910228-S7.

NAME	STATUS	DEPARTMENT	CAMPUS	EFFECTIVE COB DATE
Drew, Glenda	Full-time	IDST	Ocean	12/20/02

The following part-time academic employees have notified us of their intention to resign, and the Chancellor has accepted, their resignations pursuant to Governing Board Resolution No. 910228-S7.

NAME	STATUS	DEPARTMENT	CAMPUS	EFFECTIVE COB DATE
Backer, Jill	Part-time	Nursing	Ocean	05/25/01
Bourdier, Fereshteh	Part-time	ESL	Alemany	12/20/02

Originator: Clara Starr

5/03

CITY COLLEGE OF SAN FRANCISCO

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DOCUMENTS DEPT.

MAY 27 2003

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AGENDA

CLOSED SESSION

BOARD OF TRUSTEES
OF
THE SAN FRANCISCO COMMUNITY COLLEGE DISTRICT

GOUGH STREET CAMPUS
CONFERENCE ROOM
33 GOUGH STREET
SAN FRANCISCO
THURSDAY, May 29, 2003
5:00 P.M.

I. OPEN SESSION
Announcement of Closed Session Topics

II. CLOSED SESSION

A. CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION (G. C. 54956.9) (a))

Seligsohn and Castillo v. Day, et al
San Francisco Superior Court Case # CGC-03-41680

Ann T. Clark v. San Francisco Community College District, Philip R. Day as Chancellor, Don Griffin as Vice Chancellor, et al.
San Francisco Superior Court Case # CGC-03-419001

B. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION
(G.C. 54956.9)
Significant exposure to litigation pursuant to Gov. Code 54956.9 (b) – three cases

Initiation of litigation pursuant to Gov. Code 54956.9 (c) – one case

C. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (G.C. 54957)

Title: Instructor – Graphic Software/ Production Art- Graphic Communications Dept.

D. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE (G.C. 54957)

E. CONFERENCE WITH LABOR NEGOTIATORS (G.C. 54957.6)

1. Agency Designated Representatives: Jeffrey Sloan, Carmen Plaza de Jennings, Steve Hale, and Charles Sakai

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Employee Organizations: Service Employees International Union (SEIU) 790, American Federation of Teachers (AFT) 2121, Department Chairperson Council (DCC), and San Francisco Building and Construction Trade Council Unions (SFBCTCU)

2. Agency Designated Representatives: Jeffrey Sloan, Carmen Plaza de Jennings, Steve Hale, and Charles Sakai

Unrepresented Employees: Stationary Engineers, District Designated Managers, Employee Relations Manager, Supervisors, and Confidential Classifications.

III. OPEN SESSION

Disclosure of Board actions from Closed Session, pursuant to Government Code 54957.1

Members of the public shall have an opportunity to speak in accordance with Government Code 54954.3 and Education Code 72121.

CITY COLLEGE OF SAN FRANCISCO
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NOTICE

REGULAR MEETINGS

THE

BOARD OF TRUSTEES

SAN FRANCISCO COMMUNITY COLLEGE DISTRICT

LOCATION: GOUGH STREET CAMPUS
33 GOUGH STREET
SAN FRANCISCO, CA. 94103
CONFERENCE ROOM

DATE: **THURSDAY, MAY 29, 2003**

TIME: **5:00PM**

This meeting is normally devoted to Closed Session Topics.

LOCATION: GOUGH STREET CAMPUS
33 GOUGH STREET
SAN FRANCISCO, CA. 94103
AUDITORIUM

DATE: **THURSDAY, MAY 29, 2003**

TIME: **6:00PM**

This meeting is normally devoted to Open Session Topics.

SPECIFIC TIMES SUBJECT TO CHANGE.
Call 241-2234 for information.

Members of the public shall have an opportunity to speak in accordance with Government Code 54954.3 and Education Code 72121.5

The San Francisco Community College District does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. Persons who wish to request disability-related accommodations including sign-language interpreters should contact Linda R. Jackson, District ADA Coordinator, Office of Affirmative Action, 31 Gough Street, Room 16, San Francisco, CA, 94103, Phone: (415) 241-2281. Fax: (415) 241-2203. Please request accommodations no later than 12 working days prior to the date of the Board meeting in order to assure the best possible arrangements.

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TO MEMBERS OF THE PUBLIC

The Agenda page and accompanying resolutions have been prepared well in advance of the regularly schedule meeting of the Board of Trustees of the San Francisco Community College District. Please note that Resolution are subject to amendment and replacement. Copies of all resolutions and materials associated with the agenda are available for public inspection and review at the Gough Street Campus (33 Gough Street, San Francisco, Ca. 94103) and also available on the District's website (http://www.ccsf.edu/vcfa).

Members of the public shall have an opportunity to speak in accordance with Government Code 54954.3 and Education Code 72121.5.

You should be aware of the following (Government Code § 54954.2):

1. Additional agenda items to be acted upon by the Board may be posted at 33 Gough street and in the lobby of Conlan Hall at the Phelan Campus at least 72 hours in advance of the regularly scheduled Board Meeting. Resolutions may also be available at the time of posting, but if not, such resolutions will be available at the Board Meeting.

2. Additional agenda items and resolutions, although not posted as in paragraph 1 above, may still be acted upon by the board at the regular meeting:

 a) Upon a determination by a majority vote of the Board that an emergency situation exists, as defined in Government Code § 54956.5. Emergency is defined as work stoppage or other activity which severely impairs public health, safety, or both as determined by a majority of the members of the Board, OR crippling disaster which severely impairs public health, safety or both, as determined by a majority vote of the members of the Board, OR

 b) Upon a determination by a two-thirds vote of the members of the Board present at the meeting or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the District subsequent to the agenda being posted 72 hours in advance of the Board Meeting, OR

 c) The Item was posted 72 hours in advance of a prior meeting of the Board occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.

For Members of the Public:

To facilitate the conduct of business at Board meetings, the following information has been taken from the District's Policy Manual concerning the conduct of Board Meetings.

From PM 1.05 A:

The order of business may be revised at any meeting when, in the discretion of the President, such revision will benefit the public and/or order of the meeting.

From PM 1.05 L:

L. Granting the Privilege of the Floor. A person desiring to speak shall be recognized by the Chair only after complying with the following procedures:

For matters appearing on the agenda, an individual desiring to address the Board must complete a "Request to Address Board" card, completing the information thereon including the subject to be addressed. If there is to be a written report presented, a copy(ies) shall be submitted in advance to the Chancellor.

Any person desiring to address the Board on non-agenda items must also complete the "Request to Address Board" card and will be recognized at the end of the agenda. Only items directly related to District business may be presented.

Cards for these purposes are available in the Office of the Chancellor and also at the Board meeting. Completed cards should be presented to the Board President prior to the beginning of the meeting. As a matter of courtesy, the Board encourages people to notify the Chancellor's Office in advance of the Board meeting of their intention to address the Board. Prior to calling for a vote on an item before the Board, the Presiding Officer shall determine if speaker cards have been submitted for that item. Persons who have submitted cards prior to the consideration of the item shall be called upon by the Presiding Officer. Persons who address the Board may address only the agenda item being considered and shall have up to three minutes for comments. Should another person who has submitted a request to speak card in advance of consideration of the item wish to forego speaking on that item, he or she may grant his or her speaking time to another speaker who has also submitted a request to speak card, but in no event shall any speaker have more than two allotments (totaling up to six minutes) of speaker time on any item. However, in order to facilitate the completion of District business, the Presiding Officer may also limit the total length of time allotted to the speakers on a given topic or agenda item which may reduce the individual speaker's time on that topic or item. Speaking too long, being unduly repetitious, or discussing irrelevancies disrupt the meeting, and may result in the forfeiture of speaking opportunities during that meeting.

The President of the Board reserves the right of determining the order of the speakers and changing the order of the agenda if it will be of benefit to the public and/or the order of the meeting.

Undue interruptions or other interference's with the orderly conduct of Board business cannot be allowed. Defamatory or abusive personal remarks, which disturb or impede the meeting or exceed the bounds of civility necessary to the conduct of District business, are always out of order. However, the Board shall not prohibit public criticism of the policies, procedures, programs, or services of the District, or of the acts or omissions of the Board.

The President may terminate the speaker's privilege of address if after being called to order, he or she persists in improper conduct or remarks, or if the speaker fails to speak on the subject matter for which the privilege of the floor was granted.

No oral presentation shall include charges or complaints against any employee of the Board, or otherwise present information, which does not relate directly to the topic at hand or which disrupts or impedes the meeting. All formal charges or complaints against an employee, for which a specific grievance or complaint process is not otherwise available, shall be in writing and signed by the person making the charge and shall be filed with the Chancellor who shall, after investigation, take or recommend appropriate action. There shall be no oral presentation or discussion of confidential formal charges or complaints in open public meetings of the Board on non-agenda items or unless otherwise required by law.

Comments or presentations made by members of the public to the Board do not necessarily reflect the opinion of the Board or of its individual members, nor does the Board necessarily endorse or sanction such comments or presentations. Persons who address the Board on matters of their choosing are solely responsible for the content of such comments or presentations.

Regular Meeting of the

Board of Trustees of the

San Francisco Community College District

City College of San Francisco

GOUGH STREET CAMPUS

AUDITORIUM

33 GOUGH STREET
San Francisco

Thursday, May 29, 2003

Open Session - 6:00 p.m.

I.	Roll Call
II.	Pledge of Allegiance
III.	Approval of Minutes Regular Meeting Minutes – April 24, 2003
IV.	Adoption of Resolutions Agenda
V.	Approval of Consent Agenda Items as Listed
VI.	Special Presentations
	• Honoring District Retirees (See Resolution(s) 030529 S4-S9)
VII.	Report from Constituent Groups
	- Academic Senate - David Yee, President
	- Associated Students - Kevine Boggess, President
	- Classified Senate - Rose Vela, Second Vice President
VIII.	Monthly Financial Report – James Kendrix & Peter Goldstein
IX.	Action on Other Resolutions Agenda Items
X.	Board of Trustees' Report
XI.	Chancellor and Staff Reports

c indicates all resolution agenda items in the right hand column are eligible for consideration as Consent agenda items.

XII. Closed Session Announcements - Legal Counsel Ronald Lee

XIII. Requests to Speak

XIV. Adjournment

FINANCE

GENERAL FUND

B1 - Reviewing and entering into the minutes the SFCCD Quarterly Financial Status Report for the quarter ended March 31, 2003.

B2 - Authorization is hereby given to contract with Angus-Hamer Networking a cost not to exceed $50,000 for the period from July 1, 2003 through June 30, 2004 (this is a reduction from $101,000 last fiscal year *c

B3 - Authorization be hereby given to establish a special services agreement with SCT Corporation for consulting services from July 1, 2003 through June 30, 2004 for a cost not to exceed $25,000 (this is a reduction from $50,000 last fiscal year), *c

B4 - Authorization be hereby given to contract with Strata Information Group (SIG) to provide technical consulting to the programming unit of the ITS Department for period from July 1, 2003 through June 30, 2004 for a total contract cost not to exceed $ 90,000 (this is a reduction from $240,000 last fiscal year) *c

B5 - Authorization be hereby given to contract with Development Institute, Inc., to provide consultation and special services to be defined by formal work scope for a period from July 1, 2003, through June 30, 2004, at a total contract cost not to exceed $225,000, with the option to renew for an additional one year based upon an assessment of progress/outcomes for the upcoming year.

B6 - Authorization to extend the contract with Strategic Education Services for special services and advice related to monitoring state and local legislation that may affect City College, and to represent City College in such matters at a total cost not to exceed $9,270 per month for the period July 1, 2003 through June 30, 2005, total cost per fiscal year not to exceed $111,240, with the option to renew for an additional one year based upon an assessment of progress/outcomes for the upcoming year. *c

CAPITAL OUTLAY

B7 - Authorization be given to contract with K2A Architects for special services and advice to assist the District in the development of a Final Project Proposal (FPP) for the Ocean Avenue Campus Classroom/Lab Complex/Theater, Music & Arts Program Facility, for a *c

c indicates all resolution agenda items in the right hand column are eligible for consideration as Consent agenda items.

total cost not to exceed $70,000.00 for the period of June 1, 2003 through December 31, 2003

B8 - Authorization be hereby given to execute change orders in accordance with Public Contract Code 20659 provided that such changes amount to no more than a 10% variation from the construction budget. Such changes may therefore total up to an additional + $186,100 *c

B9 - Authorization for nine (9) contract modifications totaling $207,035 for special services contracts and Construction Contracts. *c

B10 - Authorization be hereby given to contract with the lowest responsible bidder, _____, for the project: Ocean Avenue Campus – Student Union Book Loan Remodel, to be completed on or before August 11, 2003 at a cost of not to exceed $__, *c

B11 - Authorization be hereby given to contract with Page & Turnbull, Inc. from January 1, 2003 through September, 2007 for special services and advice to provide the District with architectural preservation services for the Project: Chinatown/North Beach Campus Architectural & Engineering Consultant at a cost not to exceed $150,000

B12 - Authorization to reallocate funds available from the 2001 General Obligation Bond Issue within existing eligible projects

B13 - Authorization be hereby given to contract with the lowest responsible bidder, _____, for the project: Ocean Avenue Campus – Creative Arts/Visual Arts Remodel, to be completed on or before September 30, 2003 at a cost of not to exceed $__,

GRANTS/CONTRACTS

B14 - Authorization is hereby given to contract with and to appropriate funds from the Alameda County Children and Families Commission on behalf of he California Early Childhood Mentor Program for additional support of the Alameda County Mentor Program for an amount not to exceed $90,720 *c

B15 - Authorization hereby be given to: (1) contract with San Jose Evergreen Community College District for the State Chancellor's Office COE Grant for an amount up to $90,000; (2) appropriate all funds receivable from SJECCD; (3) contract with selected consultants as needed for performance consulting services for an amount up to $8,000; and (4) contract with Mt. San Antonio College for telemarketing services for an amount up to $5,000, term for all contracts are May 26, 2003 to December 31, 2003 *c

B16 - Authorization to modify existing Grants *c

B17 - Authorization is hereby given to apply for and accept the amount of $2,163,059 from the California Department of Education for the California

c indicates all resolution agenda items in the right hand column are eligible for consideration as Consent agenda items.

Early Childhood Mentor Program, and is authorized to subcontract with 70 California Community Colleges including City College of San Francisco for activities related to the California Early Childhood Mentor Program, for the period of September 1, 2003 through June 30, 2004

B18 - Authorization be hereby given to San Francisco Department of Human Services to modify the current contract amount to $522,054 from $420,000 for the period August 1, 2001 – July 31, 2003 and to renew the contract for an amount not to exceed $761,204 for the period August 1, 2003 – July 31, 2005 with the City and County of San Francisco Department of Human Services (DHS) to fund the Vocational English as a Second Language Immersion Program (VIP) *c

EQUIPMENT, SUPPLIES & SERVICES

C1 - Procurement of equipment, supplies, services etc., less than $3,000 *c

C2 - Procurement of equipment, supplies, services, etc., $3,000 or more *c

C3 - Acceptance of Gifts *c

HUMAN RESOURCES

F1 - Resignation Educational Academic Administrative Position

G1-9 - Academic Employees, Credit Program, District Funded *c

H1 - Academic Employees, Credit Program, Categorically Funded *c

POLICY

P1 - Notice of Intention to amend the SFCCD Policy Manual By Adding Section 7.13 - Prohibiting the Sale of Tobacco Products on City College of San Francisco Campuses

P2 - Notice of Intention to Amend the SFCCD Policy Manual 7.04 – Approval of Sites, Plans, and Acceptance of Buildings

SETTLEMENT

Q1 - Authorizing the Administration to enter Into a Settlement Agreement and Release of All Claims Between AFT Local 2121, Frederick Hansen, and the San Francisco Community College District *c

Q2 - Authorizing the Administration to enter Into a Settlement Agreement and Release of All Claims Between AFT Local 2121, Warren Wooten, and the San Francisco Community College District *c

c indicates all resolution agenda items in the right hand column are eligible for consideration as Consent agenda items.

Q3 - Authorizing the Administration to enter Into a Settlement Agreement and Release of All Claims Between AFT Local 2121, Joseph Estupinian, and the San Francisco Community College District

Q4 - Authorizing the Administration to enter *c
Into a Settlement Agreement and Release of All Claims Between AFT Local 2121, David A. Miller, and the San Francisco Community College District

SPECIAL

S1 - Establishing policies and approving the total educational *c
program of the San Francisco Community College District as described in the 2003-04 College Catalog

S2 - Approval of new courses recommended by the *c
College Curriculum Committee (01/29/03 – 05/14/03).

S3 - Requesting that the Board of Administration, California Public Employees' Retirement System, Authorize the San Francisco Community College District to Divide Its Present Retirement System for Purposes of Medicare Coverage

S4 - Honorable Board of Trustees of the San Francisco Community College District expresses its heartfelt appreciation for the many contributions of Frances F. Lee on the occasion of her retirement.

S5 - The Honorable Board of Trustees of the San Francisco Community College District expresses its heartfelt appreciation for the many contributions made by Sandra Handler on the occasion of her retirement

S6 - The Honorable Board of Trustees of the San Francisco Community College District expresses its heartfelt appreciation for the many contributions made by Bernice B. Brown on the occasion of her retirement.

S7 - Honorable Board of Trustees of the San Francisco Community College District expresses its heartfelt appreciation for the many contributions made by Dr. Frank Chong, Dean, Student Affairs

S8 - Honorable Board of Trustees of the San Francisco Community College District expresses its heartfelt appreciation for the many contributions made by Daniel St. John on the occasion of his retirement

S9 - Honorable Board of Trustees of the San Francisco Community College District Expresses its heartfelt appreciation for the many contributions made by Jacquelyn Green on the occasion of her retirement

S10 - The City College Board of Trustees proudly proclaims May to be Asian American and Pacific Islander Heritage Month

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REAL ESTATE

W1 - Authorization to lease a space from the Community Center Project, at a cost not to exceed $7.50 per hour of classroom use and $87.50 per week or any part of a week for used office space starting Jan 1, 2004 and continuing through June 30, 2004 at which time rent may be revisited by mutual agreement between the Center and the District

INFORMATION ONLY

Members of the public shall have an opportunity to speak in accordance with Government Code 54954.3 and Education Code 72121.5.

Next Board Meeting Date: **June 26, 2003**
GOUGH STREET CAMPUS
33 GOUGH STREET

c indicates all resolution agenda items in the right hand column are eligible for consideration as Consent agenda items.

CITY COLLEGE OF SAN FRANCISCO
50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: May 29, 2003 **B1**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **GENERAL FUND**
Reviewing and entering into the minutes the SFCCD Quarterly Financial Status Report for the quarter ended March 31, 2003.
(Resolution No. 030529-B1)

BACKGROUND INFORMATION:

Title 5 of the California Code of Regulations, Section 58310 requires California's Community College Districts to report quarterly on their financial condition. Starting with the quarter ending September 30, 1987 and quarterly thereafter, districts are required to provide to the State Chancellor's office the completed form CCFS-311Q and a copy of the quarterly financial report.

In order to meet the requirement of Title 5 of the California Code of Regulations, Section 58310 the following resolution is recommended for adoption:

RECOMMENDATION:

RESOLVED: That pursuant to Title 5 of the California Code of Regulations, Section 58310 the Quarterly Financial Status Report for the quarter ended March 31, 2003 is hereby reviewed and entered into the minutes of the Board of Trustees of the SFCCD

James Kendrix, Originator

BOARD OF TRUSTEES
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DR. PHILIP R. DAY, JR., CHANCELLOR

CITY COLLEGE OF SAN FRANCISCO
50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: May 29, 2003 **B2**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **GENERAL FUND**
Approval of Special Services Contract Renewal With Angus–Hamer Networking
(Resolution No. 030529 – B2)

BACKGROUND INFORMATION:

Angus-Hamer Networking has been providing excellent network consulting services for City College since 1996, both in the area of operational technical consulting to the Information Technology Services Department (ITS) on the college's wide area network (WAN), and in designing and managing construction of the college's new network infrastructure. The fiber backbone for the Ocean campus has been completed, with all major buildings connected. The building wiring project for the Ocean Campus began in the Spring 2000 semester, and currently all classrooms and offices are wired for voice, data and video. The building wiring project for City College's other neighborhood campuses began in February 2001 and currently all campuses have been wired for voice, data and video. Out of the prior 1997 Bond and for the infrastructure project referenced above, Angus-Hamer provided technical/consultant/engineering services at the level of $979,380 (00-01) and $589,170 (01-02) respectively, in addition to operational consulting services. These costs have now been eliminated because this phase of the Technology Conversion Project is over.

This resolution continues the contract with Angus-Hamer Networking to provide on-going operational technical support in the areas of firewall security, as well as troubleshooting all network, server, and network management issues. These security services are critical for ensuring that outside hackers cannot view or manipulate confidential data, and for maximizing the efficiency and effectiveness of our hardware. The ITS department contracts for these services because such expertise is not available within its own resources and is only required periodically. ITS has spent approximately $101,000 for Angus-Hamer's operational consulting services during each of the past two fiscal years. The ITS Department's general fund budget will pay for the cost of the contract for operational support, at a cost not to exceed $50,000 for the period from July 1, 2003 through June 30, 2004.

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DR. PHILIP R. DAY, JR., CHANCELLOR

SHARED GOVERNANCE REVIEW:

Yes _____; No ___X___; If yes, which committee: _____
Date of Review: _____

RECOMMENDATION:

RESOLVED: That authorization is hereby given to contract with Angus-Hamer Networking a cost not to exceed $50,000 for the period from July 1, 2003 through June 30, 2004 (this is a reduction from $101,000 last fiscal year), and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, Originator
Douglas Re, Originator

Scope of Work for Angus-Hamer Networking Inc.
At City College of San Francisco
July 1, 2003 - June 30, 2004

Angus-Hamer Networking will provide technical assistance to CCSF Information Technology Services in the operation of the current network system and deployment of new and enhanced network tools and services.

Scope of Work

Under the direction of CCSF Information Technology Services Network and Systems Managers, Angus-Hamer staff will provide technical assistance in the UNIX, networking and Wintel server (NT, Windows 2000) technologies. This assistance is focused on key project areas and system migrations necessary to maintain the uptime, supportability and performance of the CCSF network.

As required, the technical assistance will take place during scheduled onsite visits to CCSF, through remote network connectivity, during telephone/email communication, or as off-site project work. CCSF ITS will identify ITS staff to work with Angus-Hamer technicians in the requirements definition, development and implementation phases of all project work.

As dictated by each specific project, Angus-Hamer will assign staff with the appropriate technical background and experience. For continuity, Angus-Hamer intends to assign staff who have work with CCSF in previous projects; however, Angus-Hamer will be flexible in assigning new specialists to accommodate the changing ITS project requirements.

During the delivery of these services, Angus-Hamer consultants will report to either Doug Re, ITS Systems Manager, or Tim Ryan, ITS Network Manager, for status updates and direction. Deliverables will be presented to these managers as appropriate for each project area. Angus-Hamer will work under the direction of CCSF ITS management and in conjunction with CCSF ITS staff to set project timelines and achieve a smooth and robust transition for each migration project.

Part A: Objectives and Tasks

The key projects are outlined below. Projects are subject to change based on the direction of ITS management.

1. Firewall/DNS Optimization - Refine the configuration of the Nokia/Checkpoint firewall.

Tasks:

a) Refine the configuration of the Firewall implementation.
b) Migrate DNS to selected platform. Retire old DNS server.
c) Adjust Webtrends reporting for Firewall activity.

Deliverables:

- Reconfiguration of servers as required

2. Windows 2000/XP Optimization - Angus-Hamer Networking will provide technical resources in the optimization of the Windows 2000/XP network.

Tasks:

a) Review of current Windows 2000 server performance. Identification of issues and bottlenecks.
b) Configuration tuning.
c) Problem resolution

Deliverables:

- Servers configured and documented

3. Network Monitoring Tools - Angus-Hamer will work as directed to configure and customize CCSF-owned network monitoring and management tools.

Tasks:

a) The specific project areas will be identified by CCSF ITS Management. Project areas may include:
 i. HP OpenView
 ii. MRTG
 iii. VOIP performance monitoring tools
 iv. Toptools
 v. New applications as purchased.

Deliverables:

a) Detailed deliverables will be defined as projects are identified. General deliverables will include:
 i. Servers configured
 ii. Configuration documentation
 iii. Operational documentation (as needed)

CITY COLLEGE OF SAN FRANCISCO
50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: May 29, 2003 **B3**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **GENERAL FUND**
Approval of Special Services Agreement
With SCT Corporation
(Resolution No: 030529-B3)

BACKGROUND INFORMATION:

City College of San Francisco entered into a contract with SCT Corporation to purchase their Banner administrative software application for finance and human resources in June 1993. By July 1994, the College was in production with the finance module. Subsequently, the financial aid and student modules were purchased. In November 1997, the student module was ready for registering of students for Spring 1998. In Fall 1998, the financial aid module came on-line. During July 1999, the last piece of Banner Payroll was fully implemented, thereby reducing the College's annual payment to the City for payroll services by $500,000 per year. In addition, the College has implemented the Banner "Web For" products. Now all of the College's major administrative systems are on Banner software.

As with all areas of technology, Banner software is being upgraded by SCT on a regular basis to provide new functionality and to keep technologically current. Securing training services directly from SCT in the past has enabled the College to progress smoothly through Banner's various iterations. In fact, virtually all colleges that use Banner enter into similar contracts for these critical training services. The services of SCT consultants will be needed once again to train district staff on new functionality as well as to provide assistance with implementing the new functionality contained in Banner 6.0 which will be implemented during the new fiscal year. This resolution authorizes establishing a special services agreement with SCT for such consulting services.

Actual approved level of usage for SCT consulting services totaled $83,000 during fiscal year 2000-2001, $88,000 during fiscal year 2001-2002 and $50,000 during fiscal year 2002-2003. The ITS Department will use its general fund budget to pay for these services during fiscal year 2003-2004 at a total cost not to exceed $25,000.

BOARD OF TRUSTEES
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DR. PHILIP R. DAY, JR., CHANCELLOR

SHARED GOVERNANCE REVIEW:

Yes _____; No ___X___; If yes, which committee: _____
Date of Review: _____

RECOMMENDATION:

RESOLVED: That authorization be hereby given to establish a special services agreement with SCT Corporation for consulting services from July 1, 2003 through June 30, 2004 for a cost not to exceed $25,000 (this is a reduction from $50,000 last fiscal year), and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, Originator
Douglas Re, Originator

SCOPE OF WORK
FOR
SCT SOFTWARE & RESOURCE MANAGEMENT CORP.
AT
CITY COLLEGE OF SAN FRANCISCO
JULY 1, 2003 TO JUNE 30, 2004

Summary

This agreement reflects the scope of work planned and assigned by the General Manager of Information Technology (or designee) to SCT Software & Resource Management Corp. for the duration of the period indicated. The General Manager or designee as needed and appropriate may assign additional tasks.

Scope of Work

Objectives and Tasks
Provide on-call support for technical troubleshooting of Banner problems.

Tasks:

- Provide assistance on implement Banner Extended Solution (Legato).
- Assist in developing and maintaining the job scheduling software (Appworx).
- Assist in the implementation of Banner Financial Aid Common Origination and Distribution (COD) requirement. The COD functionality utilizes XML documents rather than the flat file format for data transmission.
- Assist in the implementation of SEVIS phase III project for the international students.
- Assist in the implementation on Banner 6.x on Oracle 9i.

CITY COLLEGE OF SAN FRANCISCO
50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: May 29, 2003 **B4**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **GENERAL FUND**
Approval of Special Services Contract Renewal
With Strata Information Group (SIG)
(Resolution No: 030529-B4)

BACKGROUND INFORMATION:

Strata Information Group (SIG) has been providing critical specialized technical support services for City College related to the implementation of the SCT/Banner administrative information systems since June 1996, specifically focusing on the Banner Student and Financial Aid modules. The Banner Student module has been in production since Spring 1998 and the Financial Aid module since Fall 1998. During the 1998-99 fiscal year, SIG provided the technical expertise needed to create a more stable operating environment. During the Summer and Fall of 1999, SIG led the College in a successful migration of the entire Banner system from Release level 2.1 to the Year 2000 compliant Banner release 3.1. During the Summer and Fall of 2000, SIG provided project management and technical leadership to complete the major upgrade to Banner release 4.0 which uses a "point and click" graphical user interface to simplify use. During the Spring of 2001, SIG assisted with the implementation of The "Banner Web For" products, which were authorized by Board Resolution 990923-B1. In addition to registering for classes, the "Web For" products provide faculty and staff access via a web browser to a variety of payroll, leave accounting information, as well as other financial data. "Web For" allows students to apply for admission, register for classes, pay fees and review their academic history via the web. During the Fall of 2001 and Spring of 2002, SIG assisted with the migration to Banner 5.0.

ITS needs to contract with SIG for programming expertise for customizing Banner, and for training ITS staff. This will allow ITS to take over more and more of the programming associated with Banner and thereby continue to make progress toward its goal of becoming self-reliant in this area.

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DR. PHILIP R. DAY, JR., CHANCELLOR

Actual expenditures for SIG consulting services totaled $412,500 during fiscal year 2000-2001, $386,000 during fiscal year 2001-2002 and $240,000 during fiscal year 2002-2003. The ITS department will continue to reduce its dependence on SIG during fiscal year 2003-2004 as it becomes more self-reliant in its own programming staff. ITS will use its general fund budget to pay for SIG's services during fiscal year 2003-2004 at a total cost not to exceed $90,000, or approximately 78% less than the contract amount for fiscal year 2000-2001.

SHARED GOVERNANCE REVIEW:

Yes _____; No ___X___; If yes, which committee: _____
Date of Review: _____

RECOMMENDATION:

RESOLVED: That authorization be hereby given to contract with Strata Information Group (SIG) to provide technical consulting to the programming unit of the ITS Department for period from July 1, 2003 through June 30, 2004 for a total contract cost not to exceed $ 90,000 (this is a reduction from $240,000 last fiscal year), and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, Originator
Douglas Re, Originator

SCOPE OF WORK
FOR
STRATA INFORMATION GROUP (SIG)
AT
CITY COLLEGE OF SAN FRANCISCO
JULY 1, 2003 TO JUNE 30, 2004

Summary

This agreement reflects the scope of work planned and assigned by the Director of Information Technology (or designee) to Strata Information Group, Inc. for the duration of the period indicated. The Director or designee as needed and appropriate may assign additional tasks.

Scope of Work

Objectives and Tasks
Provide technical and management leadership for various high level college-wide administrative and strategic technology projects.

Tasks:

1. Assist in upgrading to SCT Banner 6. This may include any of the following:
 a. Assistance with a variety programming tasks to tailor Banner to CCSF requirements.
 b. Functional consulting as needed to implement changes in the software.
2. Assist in implementing changes to core Oracle products, including:
 a. Assistance in moving from Oracle RDBMS 8.x to Oracle RDBMS 9.x.
 b. Replacing the current Oracle Application Server (OAS) with the new Internet Application Server (IAS).
3. Provide maintenance and support to the locally developed non-credit Banner module.
4. Provide assistance is developing and maintaining locally created web pages based on data from Banner.
5. Assist in the implementation of electronic imaging system.
6. Provide continued review and programming corrections as needed to GPA and related academic history data.
7. Provide functional consulting in implementing software and reporting changes to the Financial Aid system.
8. Provide consulting in best practices in managing and maintaining the Banner application.

CITY COLLEGE OF SAN FRANCISCO
50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: May 29, 2003 **B5**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **GENERAL FUND**
Approval of Special Personnel Services with Development Institute
(Resolution No. 030529-B5)

NOTE: *FY 2004 Contract not to exceed authorization $225,000*

BACKGROUND INFORMATION:

Development Institute, Inc. (DI) has been providing special services to the Chancellor and to various units of the City College of San Francisco since September 1998. In particular, the work of the principals of DI has been directed over the past four years to some of the most critical areas of college development, of which the following key projects are examples: guidance for the development and implementation of the integrated planning and budgeting system, the development of the institutional indicators assessment process, and the updated strategic plan process; guidance, planning, and coordinating of multiple projects in Information Technology Services including the Campus Wide Network Infrastructure Project and at least twenty other initiatives undertaken in ITS; the design and development of the enhanced self-study process as a joint venture between the Academic Senate and the Planning and Budgeting Council; the assessment of almost every major division and functional unit within the reorganized area of Student Development, including financial aid, counseling, testing/placement, etc, and leading to the development of initiatives for improvement and enhancement; active engagement in developing successful proposals for funding and aggressive identification of areas for cost savings and improved productivity; and support for an endless stream of special assignments from the Chancellor and the Chancellor's Office.

CORPORATE PROFILE:

DI was established in 1980 primarily as a firm providing managerial consulting for institutions of higher education, including all areas of management – executive management, governance, academic and student development, technology, and institutional advancement. This firm has provided consulting services and offered seminars to more than 150 institutions, achieving a reputation of distinction with such success that the firm has never advertised itself but has received repeated business due to satisfaction transmitted by word-of-mouth. A complete Statement of Qualifications for DI is attached.

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DR. PHILIP R. DAY, JR., CHANCELLOR

The co-founders, Dr. Denton Crews and Dr. Katherine German, have dedicated their careers to the mission of higher education. Prior to co-founding Development Institute, Dr. Crews was Dean and Professor of Management, Graduate School of Management, Lesley University, in Cambridge, Massachusetts. He began his career in 1959 on the faculty of the University of Maryland and subsequently served as field-work supervisor at Harvard Divinity School, executive director for a community action agency in Massachusetts, assistant to a community college president, and administrative assistant to a U.S. Congressman. He holds the bachelor's degree from Lipscomb University, the master's degree from the University of Maryland, and the doctorate from the University of Massachusetts.

Dr. Katherine L. German has over seventeen years of experience as an educator and management consultant. Her immediate former position was Vice President for Academic Affairs at Endicott College. Previously, she held the position of Assistant Dean for Academic Affairs at North Shore Community College, located in Beverly, Massachusetts, where she also served as Professor of English, Division Chairperson, and Director of the Developmental Education Center. She has also taught English at undergraduate and graduate levels. Her degrees include: Ph.D., University of Illinois; C.A.S., Harvard University; M.Ed., Bowling Green State University; and B.A., Pennsylvania State University. Dr. German has designed academic and instructional programs, competency-based assessment programs, and professional development programs; delivered countless seminars focused on developing the creative side of the manager's potential; consulted for colleges, schools, and business; and written numerous proposals for funding. She is a diagnostician, a counselor, a teacher, a facilitator, and a writer.

RATIONALE:

The Chancellor of City College, as the chief executive officer, has relied upon the resources of DI, delegating a heavy workload of major assignments to its principals, Dr. Denton Crews and Dr. Katherine German. At City College, this work is mission-critical for the management, growth, development, effectiveness and efficiency of the institution. The services of DI to the Chancellor are inextricably tied to the managerial and workload requirements which the institution demands of the Chancellor's office and which can be met in no other way except through supplementation of additional high-level managerial capability. The Chancellor has chosen through this supplementation of professional and managerial services to achieve developmental and performance improvement objectives for the institution despite the scarcity of administrative personnel and without adding new senior-level positions in mission-critical areas or, because of the limitations associated with the current budget crisis, back-filling existing positions. Further, the "return" to the college from this approach in the amount of work done, its consistently successful results, and its impact on effectiveness and efficiency exceeds that of any comparable provider of such services.

Dr. Crews and Dr. German also provide for City College important leadership and execution for various roles that help accommodate the gaps created due to vacancies and the open positions of Associate Vice Chancellor for Information Technology and related systems, the Associate Vice Chancellor for Facilities Planning, Dean of Student Support Services, and executive staff support for institutional advancement in business practices and transformation of other academic and

administrative operations for a cost-savings of more than $675,000 in salaries and benefits every year over the past two years. With the retirement of several key administrators effective July 1, 2003, including Vice Chancellor Frances Lee and deans Frank Chong, Sandra Handler, Dan St. John, and Bernice Brown, much of the support and leadership provided by these senior-level administrative positions will fall upon the shoulders of the Chancellor and two Vice Chancellors (Griffin and Goldstein). It is expected that DI will provide a significant level of relief so that we can continue to stay focused and accomplish some of our key objectives during these times of unprecedented budget cuts. With their support and direction, we can continue to operate in these capacities without hiring replacements. As a result, the total savings on salaries and benefits as of July 1 will exceed $1.3 million. The value of continuing their roles through a professional services contract can be demonstrated as cost-effective in two ways: it costs less than other alternatives and it yields additional direct savings in expenses and new revenue production. DI has also played a major role in the effort to generate more than $5 million in new revenue production in the form of special grants (e.g. Title III) and Congressional Earmarks for projects and initiatives in the Office of Student Development; Research, Planning and Grants; and the Chancellor's Office. More important, their service consistently produces superior, reliable results in every aspect of the work scope and the deliverables, including both results achieved and the earning of respect and trust for work performed under contract to the college.

WORK SCOPE SUMMARY:

This resolution continues the contract with DI to provide services to City College during 2003-2004 in several critical areas. The areas of responsibility, enumerated in the attached work scope, and are briefly summarized here:

- Providing strategic management for the technology effort at CCSF, including technology planning and development in all functional areas; the restructuring and modification of ITS for college-wide network service delivery; the implementation of management systems, policies, and procedures for the college wide network project and other areas of ITS; planning and monitoring WEB-based systems for student registration and other mission critical services); coordinating activities with staff and technology governance groups for ITS: and reviewing and negotiating contracts, as appropriate; ensuring the currency and success of an overall enterprise consuming $14 million in annual operating budget and $16 million of capital investment;
- Providing support and facilitation for purposes of continuing the planning and budgeting process coupled with documentation and institutionalization;
- Providing support oversight and facilitation for the college's strategic planning and annual planning process; and continued supporting of the updating and usage of the educational master plan and technology plan throughout the year;
- Providing support for a work processes assessment and re-engineering study to achieve cost-effectiveness and efficiency in selected areas of the college; and undertaking a savings assessment program throughout the college;
- Providing support for strengthening administrative practices in concert with the Vice Chancellors and the Administrative Council;

- Providing support and project leadership for the Vice Chancellor of Student Development during a year of development, renewal, and realignment of priorities and structures to improve the entire range of student services;
- Providing coordination and support for the enhanced self-study process, to be completed in 2003; and
- Continuing to provide support for a variety of special assignments upon request by and under the direct supervision of the Chancellor.

A complete Scope of Work for the contract in 2003-2004 is attached.

RECOMMENDATION:

RESOLVED: That the Chancellor, Vice Chancellor for Finance and Operations, and/or their designee are hereby authorized to contract with Development Institute, Inc., to provide consultation and special services to be defined by formal work scope for a period from July 1, 2003, through June 30, 2004, at a total contract cost not to exceed 225,000 with the option to renew for an additional one year based upon an assessment of progress/outcomes for the upcoming year; and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Attachments:
1. Statement of Qualifications
2. Scope of Work for 2003-2004

Statement of Qualifications

Development Institute

Development Institute, Inc.
150 Staniford Street, #331,
Boston, MA 02114

Telephone 617-367-9323
Fax Line 617-723-4359
E-mail: devinst@rcn.com

Mission Statement

We are a consulting organization devoted to the application of management and institutional development processes to the opportunities and problems of institutions of higher education, agencies, and associations. We strive foremost to deliver high quality consulting services to enhance all aspects of institutional effectiveness.

The partners who provide consulting services are Dr. Katherine L. German and Dr. L. Denton Crews. She is a former Vice President of Academic Affairs. He is a former Dean of Graduate Studies in Management. Both have been full-time consultants more than ten years.

Development Institute was incorporated in 1980 in the Commonwealth of Massachusetts for the purpose of providing consultant services to organizations. Development Institute holds vendor status in several states.

Consulting Project Descriptions

Strategic Planning

Designed and implemented highly participatory, comprehensive, seven-step process for developing ***long-range plans, annual plans, operational plans, budget plans, management information, and evaluation systems***; conducted by facilitator in retreat setting for planning teams; system supplemented by environmental scanning techniques, institutional problem analysis, and management performance objectives; model adopted by colleges, schools, and associations.

Coping with Resource Reductions

Developed programs to maintain quality of services while coping with reduced resources; included management tool for ***reallocation*** decisionmaking; functional review and structural ***reorganization***; efficiency analysis and incentive system; ***alternative resource development*** program; and process for increasing ***productivity*** and effectiveness.

Marketing and Enrollment Management

Developed ***marketing plans***, including enrollment management component for colleges, using participatory-distributive structure; methodology focused on market segment analysis and objectives leading to ***strategies*** for publications, advertising, personal contact, and sponsored events; unique component on micro-marketing development.

Computing and Information Systems

Prepared master plans for ***administrative and academic computing*** and communications; designed ***management information systems***; managed technology conversion projects and vendor contracting; participatory structure for policy development and ***user group involvement*** has resulted in widespread understanding of technology and ownership of process.

Budgeting and Finance

Devised process linking ***budget system*** to planning, programming, and performance assessment; unique component on contingency planning; utilized ***cost accounting*** coupled with model for profit center structure, and program for resource reallocation.

Institutional Research

Created systematic process for assessment of ***institutional data needs***, identification of reporting requirements, and establishment of systematic procedures for ***research*** and development responsibilities; unique design for distributive system of data collection and ***reporting*** easily installed in small colleges and schools.

Please turn page

Consulting Projects (Continued)

Proposal Writing and Grants

Provided training and technical assistance in the ***proposal writing process***; seminars to help develop staff skills in project design and proposal development; proposal design, development, and preparation; successful preparations of ***Title III*** applications under the Higher Education Act; and ***grant administration*** procedures development.

Management Development

Instituted management assessment process for identifying and enhancing ***administrative skills***; designed in-house programs for administrative development; conducted workshops and retreats for staff, administrators, and boards of trustees; implemented functional audit for identifying ***work-flow*** responsibilities that job descriptions failed to pick up; developed policy and ***procedure guides*** for management systems.

Organizational Development

Used ***survey-guided development*** process for achieving improved organizational climate, morale, and productivity; assessed and made recommendations for re-organization and restructuring; facilitated ***conflict resolution*** between organizational constituencies.

Academic Development

Provided technical assistance in developing and facilitating "***excellence***" effort; designed and led self-study process for ***re-accreditation*** using special options; competency-based course and ***curriculum development***; development and installation of ***governance system***; ***advising and retention*** systems development; designed and implemented ***evaluation*** for programs, instruction, and personnel performance; and planning ***continuing education*** programs.

Contracting Organizations

Colleges

Bunker Hill Community College, Charlestown, MA
Cape Cod Community College, West Barnstable, MA
City College of New York, City University of New York, New York, NY
City College of San Francisco, San Francisco, CA
College of Agriculture and Technology, State University of New York, Cobleskill, NY
Concord College, Athens, WV
Daytona Beach Community College, Daytona, FL
Dundalk Community College, Baltimore, MD
Edison Community College, Ft. Myers, FL
Hostos Community College, City University of New York, Bronx, NY
LaGuardia Community College, City University of New York, Queens, NY
Landmark College, Putney, VT
Macon College, Macon, GA
Massasoit Community College, Brockton, MA
Mercer County Community College, Trenton, NJ
New York City Technical College, City University of New York, Brooklyn, NY
Notre Dame College, Manchester, NH
Piedmont Technical College, Greenwood, SC
Portland School of Art, Portland, ME
Quinebaug Valley Community College, Danielson, CT
Roxbury Community College, Boston, MA
Sistema Universitario Ana G. Méndez, Puerto Rico
Touro College, New York, NY
University of Maine, Augusta, ME
University of Maine, Presque Isle, ME
York College, City University of New York, Jamaica, NY

Other Clients

Abt Associates, for Kingdom of Lesotho
US AID, for University of Somalia
US Department of Education, Division of Post Secondary Education, for Title III

SCOPE OF WORK
FOR
DEVELOPMENT INSTITUTE, INC.
AT
CITY COLLEGE OF SAN FRANCISCO
DURING
JULY 1, 2003 TO JUNE 30, 2004

Summary

This agreement reflects the scope of work planned and assigned by the Chancellor of City College of San Francisco to Development Institute, Inc. for the duration of the period indicated. Additional tasks may be assigned by the Chancellor as needed and appropriate.

Scope of Work

The scope of work described below is to be carried out under the direct supervision of the Chancellor of City College of San Francisco. For some aspects of this workscope, direction shall also be provided by the appropriate senior administrator of the college.

The scope of work consists of objectives to be accomplished and specific tasks to be carried out. It is the intention of the scope of work that the contractor will be responsible to carry out the tasks and ensure that the objectives are accomplished through regular communication with the Chancellor and the applicable senior administrator regarding progress, needed support for accomplishment, and review and modification of objectives and tasks when needed. Deliverables have been identified for all objectives except Parts A.6 and B.3, for which the deliverables cannot be identified in advance. The activities under Part A below are to be carried out by Dr. Denton Crews. The activities under Part B below are to be carried out by Dr. Katherine German.

Part A: Objectives and Tasks

1. To provide technical leadership and management support for college-wide ***technology and telecommunications systems*** development

 Tasks:

 a) Provide counterpart oversight for ITS management and operation, including general direction and supervision
 - i) Implementation of the college wide network and related network administrative activities development, including plans for new inter-campus connectivity
 - ii) Telephone system implementation, include re-organization under ITS
 - iii) Banner operations and staffing, including "consulting" services
 - iv) Other bond projects

 b) Provide leadership for current new initiatives for the SCT-Banner system
 - i) Student development applications
 - ii) Banner system enhancements and usage
 - iii) Student access initiatives

iv) Organizational restructuring and enhancement within ITS

c) Update the plans for technology, especially in the academic area and educational technology, including laboratories, multi-media classrooms, and inter-campus video capability

d) Continue supporting a governance structure for coordination and policy-development for information technology at CCSF
 i) Support the Technology Committee under the Board of Trustees
 ii) Support the Information Technology Committee under shared-governance

e) Develop a coordinated process for managing and producing internal and external MIS reports

f) Seek improved integration of technology that is currently dispersed throughout the college

Deliverables:

- Management Team functioning as executive leadership body
- Banner enhancements implemented
- Network infrastructure on schedule for inter-campus connectivity and application/appliance deployment
- Technology plan update completed
- Telephone installation and transition completed
- Bond priorities underway

2. To provide leadership for ***re-assessing and re-engineering business practices*** in student development and in finance and administration areas

Tasks:

a) Implement a program of re-engineering for A&R credit and A&E non-credit areas of Student Services and Student Development

b) Implement a program for re-engineering in areas of Finance and Administration, including human resources, payroll, and other areas to be identified

c) Utilize the Banner program in the business practices assessments and re-engineering to make greater use of technology efficiencies and effectiveness

Deliverables:

- Business practices assessments and documentations completed
- Recommendations report completed and priorities adopted
- Technology applications integrated into work practices

3. To assist the Chancellor in the development of ***alternative funding opportunities*** for the college

Tasks:

a) Provide support for fund raising opportunities in the Institutional Advancement Resource Development Plan

b) Assist in seeking funding for opportunities identified in the Technology Plan

c) Assist in seeking funding opportunities identified by Public Policy Partners

Deliverables:

- New projects identified and proposals developed

- New revenues accrue to CCSF

4. To support and institutionalize the ***integrated planning and budgeting system*** at CCSF

Tasks:

a) Support the completion of the strategic planning process, including final versions of the document
b) Assist in implementing the process for assessing institutional progress and performance indicators in concert with the Planning and Budgeting Council
c) Implement a comprehensive guide for the integrated planning and budgeting system
d) Support the investigation of budget options to cope with fiscal constraints, if needed
e) Provide oversight for review and assessment of overall planning system, including modifications to the annual plan format and development

Deliverables:

- Final strategic plan documents completed
- Comprehensive planning guide implemented
- Modified annual planning and budgeting cycle completed
- Planning system assessment report completed

5. To undertake ***special assignments*** for Chancellor, included but not limited to the following

Tasks:

b) Provide support for implementing and monitoring selected objectives in the Chancellor's annual objectives
c) Provide assistance in developing and maintaining an effective cabinet support structure and communications/management among administrative areas of the college (e.g. Facilities Planning)
d) Provide assistance in reviewing and identifying cost-effective opportunities at CCSF
e) Provide support for staffing transitions in the Chancellor's office

Deliverables:

- Selected annual objectives completed
- Cost-effective opportunities identified
- Transitions in staff effectively executed

6. To provide assistance in research and preparation of ***special reports*** for the Chancellor of the College

a) Provide support for the Chancellor's external and internal responsibilities as requested
b) Prepare materials for the Chancellor as requested

Part B: Objectives and Tasks

1. To provide assistance and oversight for the ***implementation of the Enhanced Self-Study*** (ESS) process, jointly sponsored by the Academic Senate and the Planning Budgeting Council under the direction of the Chancellor, leading to performance outcomes identified for student development, including retention rates, transfer rates, goal completion rates, graduation rates, and student satisfaction

 Tasks:
 a) Monitor the review of recommendations derived from the process
 b) Facilitate the implementation process for approved recommendations
 c) Implement communication activities throughout the year
 d) Ensure the completion of reports for the project
 e) Initiate evaluations of the process, product, and impact of the Enhanced Self-Study

 Deliverables:
 - Communication and awareness of ESS project
 - Implementation plans and procedures for approved recommendations
 - Report on implementation and evaluation of the ESS

2. To provide counterpart leadership and ***support for the Vice Chancellor of Student Development*** during the year of transition involving the planning and enhancement activities for all major components of Student Development

 Tasks:
 a) Facilitate the implementation and evaluation of the divisional reorganization under the direction of the Vice Chancellor
 b) Assist in improving procedures for coordination and management of the Student Development Division in collaboration with the Vice Chancellor
 c) Identify critical issues in Student Development for resolution and follow-up with recommendations in collaboration with the Vice Chancellor
 d) Facilitate the design and implementation of professional development programs in conjunction with the Vice Chancellor
 e) Provide leadership for the development of the Student Support Services unit
 f) Initiate a grants program seeking external funding to support the growth and development of the Student Development division

 Deliverables:
 - Reorganization documented and evaluated
 - Improvements in coordination and management evaluated
 - Identified issues and recommendations documented
 - Student Support Services unit development initiative document
 - Professional development programs documented and evaluated
 - At least two grant applications developed and submitted

3. To assist with the implementation of a ***student success program*** derived from the Educational Planning Process and the Enhanced Self-Study and resulting in specific improvements in student development

Tasks:

a) Review all available reports and plans reflecting student achievement, persistence, and completion with academic and student development leadership
b) Facilitate the identification of major areas for improvement within the educational program
c) Provide technical assistance for the redesign and restructuring of selected components of the educational program to ensure quality improvement
d) Monitor and assess the progress and impact of the Title III project

Deliverables:

- Process for review and implementation of recommendations for improvement documented
- Redesign and restructuring of selected components accomplished and documented
- Assessment of impact completed

Agreement

The consultants are expected to be present on campus regularly to meet with the Chancellor, meet with and work with counterparts, participate in meetings, provide leadership and facilitation for tasks, prepare materials and reports, and perform related tasks. The consultants are also expected to allocate time when not on campus for research and preparation to carry out tasks and complete reports, confer by telephone and other means, and follow up with campus personnel to ensure coordination and implementation of tasks and accomplishment of objectives.

The contract for the above services is between City College of San Francisco and Development Institute, Inc.

City College of San Francisco	Development Institute, Inc.

Revised: 05-20-03

CITY COLLEGE OF SAN FRANCISCO
50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

Date: May 29, 2003 **B6**

To: Board of Trustees

From: Dr. Philip R. Day, Jr., Chancellor

Subject: **GENERAL FUND**
Authorization to extend the contract with Strategic Education Services for special services and advice related to monitoring state and local legislation that may affect City College, and to represent City College in such matters at a total cost not to exceed $9,270 per month for the period July 1, 2003 through June 30, 2005, total cost per fiscal year not to exceed $111,240 (Resolution No.: 030529-B6)

BACKGROUND INFORMATION:

Dr. Dale Shimasaki, a principal at Strategic Education Resources, has over 20 years experience working in the areas of state, local and federal legislation. He served for five years as Director of Government Relations for City College of San Francisco and since September, 1998 with Board approval, the College has contracted with his firm for special services and advice.

Dr. Shimasaki and his associates have particular expertise in the state process for developing budgets for the community college system as well as the process for allocating state funds for capital projects. In his capacity as a consultant, Dr. Shimasaki would report directly to the Chancellor and would monitor state and local legislation and assist the District in efforts to acquire state or local funding for capital projects. His efforts on behalf of the College would include lobbying activities with the State Legislature, the Governor's Office the State Chancellor's Office and other government agencies.

SHARED GOVERNANCE REVIEW:

Yes ____; No x ; If yes, which committee:_____
Date of Review: _____

BOARD OF TRUSTEES
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DR. PHILIP R. DAY, JR., CHANCELLOR

RECOMMENDATION:

RESOLVED: That authorization be hereby given to extend its contract with Strategic Education Resources for special services and advice related to monitoring state, local legislation that may affect City College, and to represent City College in such matters at a total cost not to exceed $9,270 per month for the period July 1, 2003 through June 30, 2005, total cost for each fiscal year not to exceed $111,240, with the option to renew for an additional year based upon an assessment of progress/outcomes for the upcoming year; and

FURTHER BE IT RESOLVED: That the Chancellor or the Vice Chancellor of Finance and Administration and/or their designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Recommended for Adoption: Dr. Philip R. Day, Jr., Chancellor

Originator: Peter A. Goldstein

BILL CHAVEZ
DALE SHIMASAKI
STEPHEN RHOADS

STRATEGIC EDUCATION SERVICES, a Sacramento-based government relations and policy consulting firm, sets the highest standard for effective legislative advocacy and analysis in state government.

Recognized as one of the most influential lobbying firms in California, STRATEGIC EDUCATION SERVICES brings over 70 years of cumulative experience working with state and local government and education issues for its clients. The firm's team of advocates and legislative analysts provide services ranging from complex fiscal analysis of the annual budget to legislative advocacy and strategic planning.

Legislative term limits and the rapid change in the demographics of elected officials require a new approach to advocacy. STRATEGIC EDUCATION SERVICES has a working understanding of complex policy issues, state and local electoral politics, and most importantly, an ability to work with newly elected members of the legislature and statewide constitutional officeholders.

STRATEGIC EDUCATION SERVICES is uniquely positioned to provide effective advocacy services.

Services and Quallfications:

Strategic Education Services specializes in:

- Children's services
- K-12 and community college finance and educational policy
- Public sector application of new technologies
- Governmental and community relations

The scope of STRATEGIC EDUCATION SERVICES' qualifications include the following:

- An in-depth understanding of the legislative process, rules governing the passage of legislation, and the implementation of new statutes.
- Ability to analyze legislation and the state budget.
- Skilled in preparation and delivery of testimony before the Legislature and state policy boards.
- Extensive knowledge of how the Legislature interacts with state agencies with regard to policy formulation, development and enactment of legislation, and program implementation.
- Solid professional relationships with an ever changing Legislature and the Davis Administration.
- Excellent relationships with professional, statewide and local associations.
- Ability to perform fiscal analysis of new and existing programs including funding formulas, funding allocations, funding sources and costs.
- Expertise in local school and community college district budgets and the use of categorical resources.
- Institutional and historical knowledge of state government activity as it relates to education and children's issues

1130 K STREET, SUITE 250 • SACRAMENTO, CA 95814 • TEL 916.441.3909 • FAX 916.441.4577
E-MAIL: GENERALMAIL@STRATEGICADVOCATES.COM

- A working understanding of electoral campaign techniques, campaign finance and the state Fair Political Practices Act.

Professional Associates:

The associates of STRATEGIC EDUCATION SERVICES have over 80 years of public policy experience in state and local government. These are a few highlights describing the professional accomplishments of STRATEGIC EDUCATION SERVICES' associates.

Bill Chavez, President

- Former Chief of Staff and Education Advisor to Senate Majority Leader Richard Polanco
- Former Staff Director, California Senate Majority Caucus
- Served as Administrator of Governmental Affairs, Los Angeles County Office of Education
- Former Member, California Student Aid Commission
- Served as Chief Consultant, Assembly Committee on Education
- Member, EDSource, Coalition for Fair School Finance, Board of Directors

Dale Shimasaki, Ph.D., Chief Executive Officer

- Served as Education Advisor to Assembly Speaker Willie L. Brown, Jr.
- Doctorate in Education Finance, University of California Berkeley
- Doctoral Dissertation: Distribution Effects of Proposition 98
- Former Member of the California Postsecondary Education Commission
- Served as Director of Research, Planning and Government Relations, City College of San Francisco
- Former Executive Director, The Civil Liberties Public Education Fund
- Served on staff at the Office of Legislative Analyst and Assembly Ways and Means Committee

Stephen Rhoads, Principal Consultant

- Consultant to Strategic Education Services
- Former Executive Director of the California Energy Commission
- Former Undersecretary of Governor's Office of Child Development and Education (Wilson Administration)
- Served as Chief Consultant to Assembly Member James Brulte
- Served as Staff Director for the Minority Ways and Means Committee
- Former Deputy Director for the Assembly Republican Caucus
- Served as School Finance Expert for the Legislative Budget Committee, Legislative Analyst's Office

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BILL CHAVEZ
DALE SHIMASAKI
STEPHEN RHOADS

Dr. Dale Shimasaki is Chief Executive Officer of **Strategic Education Services (SES)**, a Sacramento based government relations and policy consulting firm.

Dr. Shimasaki has more than twenty years experience in state, federal and local education and budget policy shaping roles. In the California Legislature, Dr. Shimasaki served for three years in the Office of the Legislative Analyst, two years as Principle Consultant for the Assembly Budget Committee and six years as Chief Consultant for Educational Policy and Finance for Speaker of the Assembly Willie L. Brown Jr.

From 1992 through 1996 Dr. Shimasaki served as Director of Research and Director of Governmental Relations for the City College of San Francisco. Before assuming his responsibilities at SES, Dr. Shimasaki served for two years as Executive Director of the Civil Liberties Public Education Fund, a federal board appointed by the President of the United States to educate the public regarding the incarceration of Japanese Americans during world War II.

Dr. Shimasaki has held numerous research and special studies posts during his professional career including service as advisor and researcher for the Congressional Budget Office and the Chancellor's Budget and Program Review Committee at the University of California. His teaching experience includes positions as Instructor at the University of California at Berkeley, San Francisco State University and City College of San Francisco.

Coupled with his academic and legislative experience, Dr. Shimasaki is also a certified personal financial planner, and has authored numerous reports and academic papers on education policy and finance including "The Implementation of Voter Approved Entitlement for K-12 Education: Budgetary Responses to Proposition 98" and "Sources of Growth in Local Government Employment: California 1964-1978," published in *The American Economic Review*.

Dr. Shimasaki is a member of several state advisory committees on education and has previously served as a member of the California Postsecondary Education Commission.

Dr. Shimasaki received his BA in Economics from the University of California, Berkeley and was awarded a Master of Public Policy degree from the UC Berkeley School of Public Policy in 1978. In 1994 he received his Ph.D. in Education Administration from the UC Berkeley School of Education.

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BILL CHAVEZ
DALE SHIMASAKI
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Mr. Bill Chavez is President of **Strategic Education Services (SES)**, a Sacramento based government relations and policy consulting firm.

Mr. Chavez has more than twenty years of progressively more responsible positions in policy, finance and administration with the California State Legislature and local school districts.

In the State Legislature, Mr. Chavez served as a Program Analyst with the Office of the Legislative Analyst, Consultant to the Assembly Higher Education Sub-Committee and Chief Consultant to the Assembly Education Committee. More recently Mr. Chavez served as Director of the California State Senate Majority Caucus and Chief of Staff to Senate Majority Leader Richard Polanco.

From 1990 through 1995 Mr. Chavez served as Administrator of Governmental Relations for the Los Angeles County Office of Education, a county office which serves 1.7 million K-12 students, or 27% of all students in the State of California.

Mr. Chavez is a Board Member of Ed Source, a highly respected non-partisan, non-profit organization which provides independent information regarding school financial policy in California. He was a founding member of the Chicano-Latino Youth Leadership Project and currently serves on The Friends of Camp Sacramento Board of Directors and the University of California Santa Cruz Foundation. Mr. Chavez has also served on the California Student Aid Commission.

Mr. Chavez has a BA degree with honors, in Politics from Merrill College at the University of California, Santa Cruz and has multiple credits from the University of Southern California's Graduate School of Education.

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DALE SHIMASAKI
STEPHEN RHOADS

MR. STEPHEN RHOADS is a Principal Consultant for **Strategic Education Services (SES)**, a Sacramento-based government relations and policy consulting firm.

Mr. Rhoads joins SES after thirty years of extensive experience in education and energy policy. His distinguished record of public service is a valuable asset to SES, having served in the following capacities:

Most recently Mr. Rhoads was the Executive Director of the California Energy Commission, from 1995 to 1998. He also served in this capacity from 1986 to 1992.

Prior to 1995 Mr. Rhoads was the Undersecretary to the Governor's Office of Child Development and Education under the Wilson Administration for three years.

Mr. Rhoads has also served many years in the Legislature. During 1995 he was the Chief Consultant to Republican Assembly Member James Brulte. He was the Staff Director for the Minority Ways and Means Committee from 1981 to 1986 and was the Deputy Director for the Assembly Republican Caucus from 1979 to 1981. From 1976 to 1979 Mr. Rhoads served as the School Finance Expert for the Legislative Budget Committee of the Legislative Analyst's Office.

Earlier in his career Mr. Rhoads was the Assistant Specialist for the Program in International Education Policy of UC Berkeley's School of Education from 1975 to 1976. During 1975 he worked as a Consultant to the Tunisian Minister of Planning. From 1969 through 1972 he was a School Finance Consultant to the California Senate Select Committee on School Finance; the New York State Commission on the Quality, Cost and Financing of Elementary and Secondary Education; Citizens Commission on Maryland Government; Oakland Public Schools; and the Urban Coalition.

Mr. Rhoads earned a Master of Business Administration, Operations Management, from the University of California at Berkeley and his Bachelor of Engineering Science, Operations Research, from Johns Hopkins University.

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CITY COLLEGE OF SAN FRANCISCO
50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: May 29, 2003 **B7**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **CAPITAL OUTLAY**
Authorization to Award Special Services Contract – Architectural & Engineering Services
K2A Architects (SLBE)
Development of Final project Proposal (FPP) for the Ocean Avenue Campus Classroom/Lab Complex/Theater, Music & Arts Program Facility
(Resolution No. 030529-B7)

BACKGROUND INFORMATION:

Project: Development of Final project Proposal (FPP) for the Ocean Avenue Campus Classroom/Lab Complex/Theater, Music & Arts Program Facility

Submission and approval of an FPP to the State Chancellor's Office is necessary to receive state funding for a capital project. Initially the College intended to submit an FPP for the Classroom/Lab Complex/Theater project next year, however, when the state notified the College this spring that it would extend the deadline for FPPs from May 1st to July 1st the opportunity to submit this year presented itself, albeit with a very tight timeline. It was not possible to conduct an RFP / RFQ under these circumstances. In fact even without the RFP/RFQ process it will be extremely challenging to meet the state's July 1st deadline. The state's late notice about extending the deadline forced the Facilities Planning Office to turn to a local firm with a proven track record for completing FPPs that have ultimately been approved by the State Chancellor's Office for state funding. The firm of K2A Architects (SLBE) fits this description and has worked successfully with the College on similar efforts in the past. The College's experience with selecting the actual design teams for both the Chinatown and Mission Campuses demonstrates quite clearly that a firm hired to do an FPP on behalf of the College has no advantage whatsoever in the ultimate awarding of a final contract for designing the project.

This project is funded by the 2001 Proposition "A" General Obligation Bond Fund.

SHARED GOVERNANCE REVIEW:

Yes ___; No _X_; if yes, which committee: _____

Date of Review: _____

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RECOMMENDATION:

RESOLVED: That authorization be given to contract with K2A Architects for special services and advice to assist the District in the development of a Final Project Proposal (FPP) for the Ocean Avenue Campus Classroom/Lab Complex/Theater, Music & Arts Program Facility, for a total cost not to exceed $70,000.00 for the period of June 1, 2003 through December 31, 2003, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, originator
W/ David Liggett

CITY COLLEGE OF SAN FRANCISCO
50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: May 29, 2003 **B8**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **CAPITAL OUTLAY**
Authorization to Award Construction Contract - Downtown Campus Ground Floor Renovations (Resolution No. 030529-B8)

BACKGROUND INFORMATION:

Project: Downtown Campus Ground Floor Renovations

The District publicly advertised the Bid Invitation for the Downtown Campus Ground Floor Renovations and received nine (9) bids. The District wishes to contract with the lowest responsible bidder, Angotti & Reilly (SLBE), for the Project. This project consists of moving the Educated Palate restaurant from the basement to the ground floor, remodeling of the counseling offices and other ground floor spaces and a creating a new campus entry on Fourth Street.

The project is funded with 2001 Proposition A General Obligation Bond funds.

SHARED GOVERNANCE REVIEW:

Yes ___; No __X__; if yes, which committee: _____

Date of Review: _____

RECOMMENDATION:

RESOLVED: That authorization be hereby given to contract with the lowest responsible bidder, Angotti & Reilly, for the project: Downtown Campus Ground Floor Renovations, to be completed on or before January 30, 2004 at a cost of not to exceed $1,861,000, and

FURTHER BE IT RESOLVED: That the goal of the Facilities Planning Dept. is to complete this project at the lowest possible cost to the District, and

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FURTHER BE IT RESOLVED: That authorization be hereby given to execute change orders in accordance with Public Contract Code 20659 provided that such changes amount to no more than a 10% variation from the construction budget. Such changes may therefore total up to an additional + $186,100, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, originator
W/ David Liggett

DATE: May 29, 2003

B9

TO: Board of Trustees

FROM: Dr. Philip Day, Jr., Chancellor

SUBJECT: **CAPITAL OUTLAY**
Authorization for nine (9) Contract Modifications totaling - $ 207,035
for Special Services Contracts and Construction Contracts
(Resolution No. - 030529-B9)

	ORIGINAL RESOLUTION NUMBER	GRANTOR/ CONTRACTOR	CURRENT CONTRACT AMOUNT	CM #	REQUESTED CONTRACT MODIFICATION AMOUNT	NEW CONTRACT AMOUNT	Description of Modification	Project Budget	Total Project Funds Committed With This Action
A	010426-B4 John Adams Gym Brick Repair and Strt. Upgrade	Romkon, Inc.	$ 340,897	04	**$ 6,891**	$ 347,788	Rental of power lift due to schedule delay. Settlement of extended overhead, backcharges, and liquidated damages.	$ 394,491	$ 392,847
B	020926-B7 Ocean Ave Campus Emergency Fire Alarm Repair	Metropolitan Electrical Construction	$ 388,682	04	**$ 7,397**	$ 396,079	Additional fire alarm pull stations, strobes, horn/strobe, horns, adapter plates, dialer panel. Add 1 year alarm monitoring. Patching fire rated walls.	$ 1,118,500	$ 537,078
C	010118-B5 Construction Management Services	Don Todd Associates	$ 445,000	02	**$ 100,000**	$ 545,000	Additional construction management services (6/03 to 12/03)	$ 9,445,900	$4,679,300
D	020321-B6 John Adams New Play Structure	Community Playgrounds	$ 119,234	02	**$ 1,234**	$ 120,468	Provide wheelchair transition strips	$ 187,000	$ 185,600

	ORIGINAL RESOLUTION NUMBER	GRANTOR/ CONTRACTOR	CURRENT CONTRACT AMOUNT	CM #	REQUESTED CONTRACT MODIFICATION AMOUNT	NEW CONTRACT AMOUNT	Description of Modification	Project Budget	Total Project Funds Committed With This Action
E	020829-B7AA Conlan Hall Mechanical & Ceiling Tiles	Schram Construction	$ 373,317	02	**$ 25,359**	$ 398,676	Add HVAC testing and Balancing	$ 698,394	$ 618,612
F	020926-B8 Science Hall Electrical Transformer Replacement	Bass Electric	$ 108,658	02	**$ 29,045**	$ 137,703	Emergency Request. The transformer upgrade was in progress when it was discovered the Science Building was directly wired into the electrical power for 90% of the campus. A new, high voltage switch needs to be installed to isolated Science Hall from the rest of the campus.	$ 353,131	$ 227,319
G	020926-B9 Batmale Hall Re-roofing	Best Roofing & Waterproofing, Inc.	$ 144,680	01	**$ 1,192**	$ 145,872	Labor and Material cost for abatement removal and disposal of existing roof fiber walk way pads	$ 198,276	$ 147,114
H	020321-B2 Batmale Hall HVAC Improvement I	Angotti & Reilly, Inc.	$ 197,000	02	**$ 18,408**	$ 215,408	Removal & disposal of rusted support frames for vertical dampers. Furnish & control two additional heating coil valves that were not referenced in the bid documents.	$ 287,800	$ 220,452
I	021107-B8 Carroll Warehouse Renovation	Rose Construction	$ 297,469	04	**$ 17,509**	$ 314,978	Fire alarm system, driveway repairs	$ 383,760	$ 333,586

RECOMMENDATION:

RESOLVED: That the Board authorizes the specified modifications to the resolutioins as indicated in the table, and

FURTHER BE IT RESOLVED: All of the contract modifications contained in this resolution comply with Public Contracts Code Section 20659, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee ar hereby authorized to execute and and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, originator
w/ David Liggett

CITY COLLEGE OF SAN FRANCISCO
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DATE: May 29, 2003 **B10**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **CAPITAL OUTLAY**
Authorization to Award Construction Contract - Ocean Avenue Campus – Student Union Book Loan Remodel
(Resolution No. 030529-B10)

BACKGROUND INFORMATION:

Project: Ocean Avenue Campus – Student Union Book Loan Remodel

The District publicly advertised the Bid Invitation for the Ocean Avenue Campus Student Union Book Loan Remodel Project and received __ (_) bids. The District wishes to contract with the lowest responsible bidder, _____, for the Project. This project consists of the construction of 3 window walls and a new doorway on the lower (City Café) level of the Student Union at the Ocean Avenue Campus. This work will create two new rooms. One for the Book Loan Program, which will be relocated for its cramped quarters on the upper level and a general use conference room that will be scheduled for student club meetings and other programs.

The project is funded with 2001 Proposition A General Obligation Bond funds.

SHARED GOVERNANCE REVIEW:

Yes _X__; No ___; if yes, which committee: Student Union Building Users Group

Date of Review: May 7, 2003

RECOMMENDATION:

RESOLVED: That authorization be hereby given to contract with the lowest responsible bidder, _____, for the project: Ocean Avenue Campus – Student Union Book Loan Remodel, to be completed on or before August 11, 2003 at a cost of not to exceed $__, and

FURTHER BE IT RESOLVED: That the goal of the Facilities Planning Dept. is to complete this project at the lowest possible cost to the District, and

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FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute change orders in accordance with Public Contract Code 20659 provided that such changes amount to no more than a 10% variation from the construction budget. Such changes may therefore total up to an additional $__, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, originator
W/ David Liggett

CITY COLLEGE OF SAN FRANCISCO
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DATE: May 29, 2003 **B11**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **CAPITAL OUTLAY**
Authorization to Award Special Services Contract - Page & Turnbull, Inc.
(Resolution No. 030529-B11)

BACKGROUND INFORMATION:
Project: Chinatown/North Beach Campus Architectural Preservation Consultant

In August 1998, the Friends of the Colombo Building et al. filed a lawsuit against City College related to the College's proposal for a new Chinatown/North Beach Campus. In June 1999, the two parties settled the lawsuit with a formal agreement that committed the College to preserving the Colombo Building and also included several provisions regarding the design of the new campus. Specifically, the agreement created an Architectural Selection/Design Review Committee (ASDRC) comprised of ten members including at least four representatives from the Friends of the Colombo Building.

A Memorandum of Understanding was entered into effective January 11, 2003 between the District and Friends of the Columbo Building. Paragraphs 3 and 5 of the MOU stipulate that the services of Page & Turnbull, Inc. be to ensure the Columbo Building is properly preserved.

A preliminary budget for this contract has been established. However, additional analysis of the proposal and negotiated scope of work and project deliverables is needed to determine the final budget. This contract for architectural preservation services will be paid for with proceeds from the sale of general obligation bonds authorized in 2001 elections.

RECOMMENDATION:

RESOLVED: That authorization be hereby given to contract with Page & Turnbull, Inc. from January 1, 2003 through September, 2007 for special services and advice to provide the District with architectural preservation services for the Project: Chinatown/North Beach Campus Architectural & Engineering Consultant at a cost not to exceed $150,000, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute change orders in accordance with Public Contract Code 20659 provided that

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such changes do not exceed 10% variation from the budget. Such changes may therefore total up to an additional $15,000, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, Originator

CITY COLLEGE OF SAN FRANCISCO
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DATE: May 29, 2003 **B12**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **CAPITAL OUTLAY**
Authorization to reallocate funds available from the 2001 General Obligation Bond Issue within existing eligible projects (Resolution No. 030529- B12)

BACKGROUND INFORMATION:

The College needs to reallocate funds available from the 2001 General Obligation Bond Issue within existing eligible projects already approved by San Francisco voters. Specifically, some of the funds originally allocated to other project need to be reallocated to provide adequate funding for the Community Health and Wellness Center (see Attachment A).

While $25 million each was allocated for both the Wellness Center and the Performing Arts Center in the original 2001 bond allocation, at no time has the College ever portrayed the expected cost of either the Wellness Center or the Performing Arts Center to be $25 million. In fact the District's official summary of bond projects published in June 2001 showed the expected cost of these projects to be at least $45 million and $50 million respectively. During the campaign to generate support for the 2001 bond issue, the College's official summary of bond projects stated "*...if state and private funds are not available to complete the Community Performing, Cultural, and Media Arts Center, bond funds designated for that project will be reallocated into the Community Health and Wellness Center, thereby providing sufficient funding to complete this project.*" State funds are not yet available for the Performing Arts Center, and will not be available for at least another three to four years. Alternatively, the Wellness Center has been presented to the state for more than fifteen years and has never qualified for state funding. This is in spite of the fact that independent engineers have determined that the current physical education facilities are seismically deficient and at risk of collapse in a significant earthquake.

The College did not ask local voters in 2001 to approve the full amount the College was eligible for under State Proposition 39. The College's plan was and still is to maximize the amount of state funding available for capital projects and to return to the local taxpayers for a "Phase II" bond that would provide the remaining funds needed for capital projects, including the Performing Arts Center. The College will be submitting a "Final Project Proposal" to the State Chancellor's Office by June 30, 2003 requesting state funding for an Arts Center/Classroom Complex. In addition, approximately $1 million from the 2001 Phase I local bond issue will remain in the Performing Arts Center budget to finance the preliminary planning portion of the project. Reallocating 2001 bond funds now should therefore not affect the timetable for the Performing Arts Center as State

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Chancellor's Office approval of the FPP for the Arts Center/Classroom Complex should make state funding available for the project at about the same time the College will be seeking local support for its Phase II local bond measure. If the College is to keep its pledge to local taxpayers to maximize state financial participation in capital projects it follows that funds available under the 2001 bond should now be reallocated from the Performing Arts Center to the Wellness Center. The Performing Arts Center will then be funded with a combination of state funds and Phase II local bond funds.

The proposed reallocation of funds from the "Balboa Reservoir – Infrastructure for Future College Use" category is a reflection of the fact that the City's Public Utilities Commission (PUC) has not yet identified its share of the funds needed to pay for the reconfiguration of the reservoir properties. Consequently, the schedule for this projection is delayed. To date, the PUC has only identified funds to participate in the environmental impact analysis required for the future development of the reservoirs, and this work will go forward during 2003.

At this time San Francisco State University has not been able to secure its share of the state funding needed to construct a joint use facility. The proposed reallocation of funds from the Joint Use Facility will still leave adequate funding in that project area to accomplish the construction of new space for the Child Care Center and Student Health Services Center as stated in the College's official summary of the 2001 bond projects.

The proposed reallocation of funds from the category "Acquisition & Improvements for Parcel Adjacent to Ocean Campus" would still leave enough funding to acquire and clear that site if a reasonable agreement can be reached with the current owner.

RECOMMENDATION:

RESOLVED: That authorization is hereby given to reallocate funds available from the 2001 General Obligation Bond Issue within existing eligible projects as specified in the Attachment A:

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

ATTACHMENT A

Reallocation of 2001	***Bond Project Funds***		
2001 Bond Projects:	**Original Budget**	**Amt to be Reallocated**	**Revised Budget**
New Mission Campus	$29,287,430	$0	$29,287,430
New Chinatown/No. Beach Campus	$44,544,446	$0	$44,544,446
Acquisition of Evans Campus & Seismic Retrofitting	$9,161,046	$0	$9,161,046
Completion of Computer Network & Electrical Upgrades	$15,883,145	$0	$15,883,145
Renovation & Remodelling of Aging Facilities & Access for Disabled	$15,841,584	$0	$15,841,584
Joint Use Academic Facility for Child Dev, Health Care Studies & Teacher Training **	$9,900,990	-$5,000,000	$4,900,990
Community Health & Wellness Center, Including Child Dev. And Student Health	$24,752,475	$36,846,535	$61,599,010
Balboa Reservoir-Infrastructure for Future College Use	$12,871,287	-$7,599,010	$5,272,277
Acquisition & Improvements for Parcel Adjacent to Ocean Campus	$5,500,716	-$500,000	$5,000,716
Community Performing, Cultural & Media Arts Center	$24,747,525	-$23,747,525	$1,000,000
Subtotal	$192,490,644		$192,490,644
Bond Issuance Costs (net), Unallocated	$2,509,356		$2,509,356
Total	$195,000,000	$0	$195,000,000

*** The $5 million reallocated from this project goes to the Wellness Center project, the remaining $4.9 million will be used for the completion of the new Child Care Center and the new Student Health Services Facility, as described in the original Bond Projects Summary issued in June 2001*

As a reasult of enacting this resolution Total Resources for the Wellness Center, new Child Care Center, new Student Health Services Facility, relocation of Practice Field, relocation of water main and associated demolition will be:

Revised 2001 Bond Allocation for Wellness Center	$61,599,010
Revised 2001 Bond Allocation for Joint use Facility	$4,900,990
1997 Bond Funds for New Childcare Center	$1,500,000
Total	**$68,000,000**

CITY COLLEGE OF SAN FRANCISCO
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DATE: May 29, 2003 **B13**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **CAPITAL OUTLAY**
Authorization to Award Construction Contract - Ocean Avenue Campus – Visual Arts/Creative Arts Remodel
(Resolution No. 030529-B13)

BACKGROUND INFORMATION:

Project: Ocean Avenue Campus – Creative Arts/Visual Arts Remodel

The District publicly advertised the Bid Invitation for the Ocean Avenue Campus Creative Arts/Visual Arts Remodel Project and received __ (_) bids. The District wishes to contract with the lowest responsible bidder, _____, for the Project. This project consists of the Abatement of hazardous materials, new painting, wall covering and flooring in selected areas, new and/or relocated cabinetry, demolition of some existing walls and constructing new partitions to meet current code and to allow the re-organization of several departments.

The project is funded with 2001 Proposition A General Obligation Bond funds.

SHARED GOVERNANCE REVIEW:

Yes _X__; No ___; if yes, which committee: Creative Arts and Visual Arts Building Users Group

Date of Review: May 7, 2003

RECOMMENDATION:

RESOLVED: That authorization be hereby given to contract with the lowest responsible bidder, _____, for the project: Ocean Avenue Campus – Creative Arts/Visual Arts Remodel, to be completed on or before September 30, 2003 at a cost of not to exceed $__, and

FURTHER BE IT RESOLVED: That the goal of the Facilities Planning Dept. is to complete this project at the lowest possible cost to the District, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of

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DR. PHILIP R. DAY, JR., CHANCELLOR

Finance and Administration and/or their designee are hereby authorized to execute change orders in accordance with Public Contract Code 20659 provided that such changes amount to no more than a 10% variation from the construction budget. Such changes may therefore total up to an additional $__, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, originator
W/ David Liggett

CITY COLLEGE OF SAN FRANCISCO
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DATE: May 29, 2003 **B14**

TO: Board of Trustees

FROM: Dr. Phillip R. Day, Jr., Chancellor

Subject: **CONTRACT/GRANT**
Authorization to contract with the Alameda County Children and Families Commission for additional support for the Alameda County Mentor Program in the amount not to exceed $90,720.
(Resolution No. 030529 – B14)

BACKGROUND INFORMATION:

This resolution requests authorization to submit an application and to appropriate all funds related to a grant from the Alameda County Children and Families Commission for the Enhanced Mentor Program. This program will bring additional support to the California Early Childhood Mentor Program in Alameda County. The Alameda County Enhanced Mentor Program will recruit additional Mentors; train Mentors to conduct outreach and recruitment to provide expanded student and onsite mentoring; increase access to practicum courses; and improve retention through professional development, linkages with compensation and other supports as well as quality review activities.

The total of the grant is $90,720 for the period July 1, 2003 through June 30, 2004. There is no in-kind match or additional space required. City College of San Francisco is the fiscal agent.

Income	
Alameda County Children and Families Commission	$ 90,720
Expenditures	
Employee Salaries and Benefits	$ 17,500
Travel	7,100
Stipends	59,400
Total Indirect @ 8%	6,720
Total Expenditure	$ 90,720

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DR. PHILIP R. DAY, JR., CHANCELLOR

The City College of San Francisco Board of Trustees has approved the following contracts with the Alameda County Children and Families Commission to support the Alameda County Mentor Program:

Resolution Number	Amount	Duration
020425-B10	$99,900	May 1, 2002 – June 30, 2002
020627-B17	$99,900	July 1, 2002 – June 30, 2003

SHARED GOVERNANCE REVIEW:

Yes:____; No:__X__; If yes, which Committee:_____
Date of Review:_____
(A negative response indicates that a review is not necessary.)

RECOMMENDATION:

RESOLVED: That authorization is hereby given to contract with and to appropriate funds from the Alameda County Children and Families Commission on behalf of he California Early Childhood Mentor Program for additional support of the Alameda County Mentor Program for an amount not to exceed $90,720, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Originator: Sandra Handler

CITY COLLEGE OF SAN FRANCISCO
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DATE: May 29, 2003 **B15**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: **GRANTS**
Authorization to (1) contract with San Jose-Evergreen Community College District (SJECCD) for the San Jose Center of Excellence Project funded by the State Chancellor's Office Grant for an amount up to $90,000; (2) Appropriate all funds receivable from SJECCD; (3) contract with selected consultants as needed for performance consulting services for an amount up to $8,000; and (4) contract with Mt. San Antonio College for telemarketing services for an amount up to $5,000.
(Resolution No: 030529-B15)

BACKGROUND INFORMATION:

The State Chancellor's Office awarded Economic Development Grant Funding to nine of the California Community College Districts for operating the nine Centers of Excellence (COE) in fiscal year 02-03. Each grant is $178,875. San Francisco Community College District (SFCCD) and San Jose-Evergreen Community College District (SJECCD) are two of the grant recipients in Region 3 and 4. The purpose of the grant is to market the twenty-six (26) community colleges in these two regions to obtain a larger market share of the outsourced training business.

SJECCD wishes to subcontract with the SFCCD to deliver their COE grant objectives. The Office of Contract Education will manage SJECCD's grant, provide performance consulting services for employers to identify training and non-training needs and market Contract Education services to businesses and industries in Region 3 and 4.

To implement the performance consulting services, the Office of Contract Education wishes to hire performance consultants to assist businesses and industries. To conduct telemarketing to expand our outreach to new businesses, the Office of Contract Education would like to continue the sub-contract agreement that is in place between SJECCD and Mt. San Antonio College (LA/Orange County CCD) for the telemarketing services.

The performance consultants were selected from a qualify pool established by the Bay Region's communities colleges. Consultants were selected based on their

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expertise in conducting performance consulting, their knowledge with private industries and their experiences working with community colleges. This pool of consultants was established a year ago by the San Jose Center of Excellence, see attachment A. The telemarketing services were put in place six months ago by the San Jose Center of Excellence. It has a proven track record and was well received by all the 26 community colleges in the Bay Region.

The budget for the performance consultants is $8,000, and for the telemarketing sub-contract is $5,000.

The term of the subcontract with SJECCD is from May 26, 2003 to December 31, 2003 for an amount not to exceed $90,000.

The total Project costs and the sources of funding are as follow:

Income	
Chancellor's Office California Community College Subcontract through San Jose Evergreen Community College District	$90,000
Expenditures	
Academic Salaries and Benefits	$55,000
Materials and Supplies	13,538
Personal Services Contract (Performance Consultant and Telemarketing Services)	13,000
Travel and Other Expenses	5,000
Indirect	3,462
	$90,000

RECOMMENDATION

RESOLVED: That authorization hereby be given to: (1) contract with San Jose Evergreen Community College District for the State Chancellor's Office COE Grant for an amount up to $90,000; (2) appropriate all funds receivable from SJECCD; (3) contract with selected consultants as needed for performance consulting services for an amount up to $8,000; and (4) contract with Mt. San Antonio College for telemarketing services for an amount up to $5,000, term for all contracts are May 26, 2003 to December 31, 2003, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and or their designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Judy Teng, Originator

ROBB GROUP . . . PERFORMANCE CONSULTING, FACILITATING AND TRAINING

ONE SANSOME STREET, SUITE 2100 • SAN FRANCISCO, CA 94104 • 415-921-2466 • FAX 415-921-1541

Attachment A for Resolution No. 030529B15

JUDITH ROBB

DECEMBER 2001

CAPABILITIES

- Translates ideas into action and results
- Models, teaches, coaches and provides performance-consulting services
- Conducts and coaches others in front-end analysis and performance-needs assessment
- Develops models — performance, competency and process
- Facilitates interpersonal communication and collaborative group endeavors
- Coaches and mentors skill development through the application of focused learning opportunities
- Applies temperament and type dynamics to human interactions

EXPERIENCE

- Conducts performance assessments that focus on clients' goals—strategic and operational. Links assessment results to solutions for success.
- Coaches, trains and facilitates others in the use of performance-consulting methods, tools and techniques. One group, reduced cost by 30%, and won the American Society of Training and Development's 1997 Best-Practice Award for Performance Consulting.
- Develops and delivers integrated solutions in such areas as performance and process improvement, change management, project management and communication.
- Facilitates sessions for executives, teams, work groups and individuals focused on change and performance improvement.
- Designs, develops and delivers effective solutions. Examples include:
 - Executive Planning—facilitated two-day executive off-site for California state agency
 - Performance Management—reduced performance-management-process training time by 50%. Projected savings: 25,000 person-hours
 - Operations—900 employees trained using distance-learning broadcasts. Within three days, 50% of 10 million annual documents were being processed using the new computer application.
- Supervised large and small staffs -- (management and union).
- Developed and managed annual budget of $2.9 million.

EDUCATION AND CREDENTIALS

- Principal of the Robb Group since 1994
- Corporate Director in major west coast gas and electric utility
- Customer Service Supervisor and Training Supervisor in major southeast electric utility
- Author—The Job of Performance Consultant (Chapter 9) in *Moving From Training to Performance: A Practical Guide Book*, edited by Dana Gaines Robinson and James C. Robinson
- Co-authored *Temperament and Type Dynamics—the Facilitator's Guide*
- Bachelor of Science in Information Systems Management, MBA candidate
- Qualified consultant, facilitator and trainer for: Front-end Analysis for Performance Solutions, Performance Consulting, Performance Assessments, Project Management, Strategic Visioning, High Performance Teams, Personality Identification and Application using Temperament and Type Dynamics—MBTI®

JUDITH ROBB, ROBB GROUP

CLIENT REFERENCES — DECEMBER 2001

Bay Area Rapid Transit (BART)
Cal Coleman, Manager of Operations Training and Development
Oakland, CA, phone: 510-286-2543

California Integrated Waste Management Board (CIWMB)
Mark Leary, Executive Director, Sacramento, CA, phone: 916-341-6544

Jill Jones, Performance Consultant and Quality Coordinator
Sacramento, CA, phone: 916-341-6282

California Department of General Services – Procurement Division (DGS-PD)
Ralph Chandler, Deputy Director, Sacramento, CA, phone: 916-375-4420

Cellular Carriers Association of California (CCAC)
Susan Pedersen, Internal Consultant, Sacramento, CA, phone: 916-498-3315

Fireman's Fund Insurance Company (FFIC)
Rowell Matt, Director Operations Training and Organizational Development
Novato, CA, phone: 415-899-2257

Institute for Business Performance (IBP)
Carol Coen, Executive Director, San Jose, CA, phone: 408-451-4900

Marcus & Millichap, Real Estate Investment Brokerage Company
Carrie Schiers, former Director of Performance Improvement
Encino, CA, current phone: 626-440-4100 (Parsons Corp.)

Pacific Gas and Electric
Stacy Weichhart, Learning and Performance Consultant, Human Resources
San Francisco, CA, 415-973-5386

Carmen Acton, Supervisor, Safety Engineering, Safety, Health and Claims
San Francisco, CA, 415-973-3172

Weyerhaeuser
John Merle, Business Process Change Leader, Tacoma, WA 98477,
phone: 253-924-3303

PARTIAL CLIENT LISTING...

Advanta Corporation, Horsham, PA
Bank of America, San Francisco, CA
BART, Bay Area Rapid Transit, San Francisco, CA
Bechtel, San Francisco, CA
Butte County, CA
Butte Glenn Community College, Chico, CA
California Department of General Services
California Integrated Waste Management Board
Cellular Carriers Association of California
Chabot-Las Positas Community College, Pleasanton, CA
Fireman's Fund Insurance Company, Novato, CA
Foodmaker, Inc. (Jack in the Box), San Diego, CA
Institute for Business Performance, San Jose, CA
Marcus & Millichap Real Estate Investment, Encino, CA
Oracle, Redwood City, CA
Pacific Gas and Electric, San Francisco, CA
Weyerhaeuser, Tacoma, WA

$225 per hour

Partial Summary of Background, Experience and Accomplishments

JUDITH ROBB, ROBB GROUP – DECEMBER 2001

BART—San Francisco Bay Area Rapid Transit – Cal Coleman, Manager Operations Training: Designed, developed and conducted a performance assessment for a key BART function. Completed 40+ interviews with employees from the executive level to the front-line to identify and align the business needs to performance. Analyzed data for themes, trends and relationships. Issued an assessment report. Facilitated client report-review meetings. As a result, the client identified and implemented actions to improve performance. Developed a project management plan for phase two—computer-based training development for train operators.

California Department of General Services – Irene Rodarte, Training and Development, retired

Procurement Division: Designed, developed and conducted a performance assessment of the California Federal Surplus Property Program. Completed interviews from executive director to rank and file to identify and align key elements needed to improve performance. Analyzed data for themes, trends and relationships. Issued an assessment report. Facilitated action-planning meetings with the client. As a result, the client implemented actions to improve performance.

Procurement Division, Material Management: Designed and conducted interactive sessions in which 100+ employees in Materials Management developed guiding principles for the organization.

California Integrated Waste Management Board (CIWMB) – Ralph Chandler, former Executive Director and Jill L. Jones, Performance and Quality Consultant

Office of Organizational Effectiveness: Provided performance-consulting/performance-model, subject-matter expertise for CIWMB, OOE as they transitioned to include performance consulting as a service to their internal clients. Provided coaching in the design and implementation of the performance assessment of a key business process and the development of performance models at the board, division and branch levels.

Office of Organizational Effectiveness: Facilitated focus-group meetings to collect performance data for the development of various process and performance models used across the Board. Coached OOE leadership team in the use of facilitator skills to design and develop future focus group endeavors.

Executive Director: Facilitated executive off-site meeting-planning process with executive director. Facilitated two-day off-site meeting for executive staff's annual planning session.

Fireman's Fund Insurance Company – Rowell Matt, Director Training and Performance Improvement

Atlanta Regional Claims: Designed, developed and conducted a performance assessment to address a critical operational process—core to the client's business. Completed twelve one-on-one interviews to identify and align key elements needed to improve performance. Analyzed data for themes, trends and relationships. Issued an assessment report. Facilitated action-planning meetings with the client. As a result, the client implemented actions to improve performance.

Corporate Office: Provided coaching for high-potential director with vice president's participation; facilitated project management sessions for legal and executive teams.

Pacific Gas and Electric Company – Carmen Acton, Supervisor Safety Engineering

Safety Engineering: Facilitated teams, work groups, inter-departmental meetings for an organization that is leading a major company-wide business-process change effort. Assessed the team and as a result applied interpersonal skills of communication, collaborative planning and problem solving, consensus building and conflict resolution to ensure team effectiveness. Coached team leaders in the effective use of divergent and convergent discussions and decisions models associated with a wide range of risks.

Supplier Diversity: Facilitated a company-wide supplier diversity meeting of 40+ people—vice president to front-line employees—who identified supplier diversity issues. Designed, developed and facilitated meetings where the group developed action plans to resolve issues with the supplier-diversity procurement program.

Weyerhaeuser – John Merle, Business Process Change Leader: Performance Assessment Surveys. Designed and developed surveys to gather employee's insights about newly implemented computer systems being used in 45+ box plants throughout the USA. Outlined the new behaviors expected, verified the expectations with key personnel, piloted the surveys and modified the surveys as needed for company-wide rollout.

Partial Summary of Background, Experience and Accomplishments



Alex Hiam

Alex Hiam has helped many organizations grow and change, both as a consultant and manager, and as a researcher, writer and trainer, through a wide range of work-in strategic planning, market development, total quality management and training & development.
He had helped the following organizations develop, apply and communicate management ideas and practices:

American Express Co.
American Management Association
AT&T
Bank of America
Coca-Cola Co.
The Conference Board
Dash.com
Digital Equipment Corp.
The Eaton Group
Ford
HealthEast
Humana Inc.
IBM Corp.
Kellogg's
Johnson & Johnson Quality Institute
Linkage
S.C. Johnson & Sons
Manomet Observatory
Massachusetts Mutual Life Insurance
McLeod USA
Spalding Sports Worldwide
The US Postal Service
Westinghouse Electric Corp.
Whirlpool Corp.
Xerox Corp.
Young & Rubicam

Professional Qualifications

Hiam received his AB in anthropology from Harvard and his MBA in strategic planning from U.C. Berkeley. He has also lectured in MBA programs at Western New England College and American International College and was on the faculty of the School of Business at U. Mass Amherst for five years as a visiting professor. He worked as a manager in the 1980s for firms such as Consolidated Freightways (where he was responsible for strategic planning and entrepreneurship projects), Replicon Labs, and IntelliCorp (product development). He also prepared business plans for Silicon Valley firms and wrote his first book, *The Vest-Pocket CEO: Decision-Making Tools for Executives*.

Hiam launched his own consulting and training firm, Alex Hiam & Associates, and has run it for more than a dozen years serving clients such as GM, Association of

Independent Trust Companies, USDA Graduate School, and the U. Mass Family Business Council. He has also trained Federal employees from the Navy, the FBI, the USDA, the U.S. Senate and other organizations. The firm currently specializes in management development and employee training in the areas of leadership, motivational management, innovation, conflict management and communications, and also runs workshops on negotiation and teamwork and facilitates idea development sessions for product development, market positioning, and planning purposes.

Alexander Hiam & Associates has a publications and products arm that produces and distributes a line of approximately 100 products for special sales to corporate universities and trainers, including assessment instruments, courses, cases, games and other activities. Hiam's firm delivers trainings, workshops, consulting and executive coaching through a network of associates around North America (in Canada it operates as Hiam & McGowan).

A selection of Hiam's books:

- *Making Horses Drink. How to Lead & Succeed in Business* (Entrepreneur Press, June 2002)
- *The 24 Hour MBA* (Adams Media, 2000)
- *Motivating & Rewarding Employees: New and Better Ways to Inspire Your People* (Adams Media, 1999)
- *The Fast-Forward MBA in Negotiation and Deal-Making* (with Lewicki, Wiley, 1999)
- *The Portable MBA in Marketing*, 2nd Edition (with Charles Schewe, Wiley, 1998)
- *The Manager's Pocket Guide to Creativity* (HRD Press, 1998)
- *Marketing for Dummies* (IDG Books Worldwide, 1997, 2000)
- *The Entrepreneur's Complete Sourcebook* (Prentice Hall, 1996)
- *Exploring the World of Business* (with Ken Blanchard et al., Worth Publishers, 1996)
- *Quality Function Deployment* (AMA, 1994)
- *Closing the Quality Gap: Lessons from America's Leading Companies* (with The Conference Board, Prentice Hall, 1992)

James Tamm

Judge James Tamm has worked in the field of labor-management negotiations and conflict resolution for over 25 years, most of that time as a third party neutral. He has worked in both private industry (graduating from General Electric Company's two year Employee Relations Management Program) and the public sector (The Institute of Industrial Relations, San Jose State University, the National Labor Relations Board and the California Public Employment Relations Board).

He has also negotiated on both sides of the labor-management bargaining table. His undergraduate work at San Jose State University was in the field of industrial management. Jim received his law degree from Santa Clara University in 1975, and for the past 17 years he has been an Administrative Law Judge for California's Public Employment Relations Board (PERB). He has conducted over 1000 settlement conferences in legal disputes, many of which involved highly emotional labor disputes. He was successful in mediating the San Jose Unified School District bankruptcy proceeding as well as teacher strikes in Compton, East Palo Alto, Fremont, Contra Costa, Laguna Salada, Pleasanton and San Francisco among numerous others. He most recently successfully mediated the five week teacher strike in Oakland California. He is recognized as PERB's expert in complex settlement negotiations and is regularly asked to train newer staff and other judges in conflict resolution skills. He is also sought after as a speaker at major conferences and training programs.

Jim has been honored by both PERB and the California Senate for his work in the field of dispute resolution. He is also a contributing author of Public Sector Labor Relations, a book sponsored by the California State Bar Association, and has published several articles on developing labor management partnerships.

Jim is one of the designers and original faculty members of a highly successful negotiations training program for California school systems; a program which was underwritten by the Hewlett and Stuart Foundations. He has worked with employers and unions seeking a more collaborative working relationship throughout the United States and Canada.

JUDGE JAMES TAMM

James Tamm, Managing Director of BCon WSA, is a former judge, an adjunct law professor, and an expert in building collaborative workplace environments. He has worked in the field of alliance building and conflict resolution for over 30 years, most of that time as a third party neutral. He has worked in private industry (General Electric Company), the public sector (National Labor Relations Board and the California Public Employment Relations Board), and higher education (The Institute of Industrial Relations, San Jose State University, and visiting faculty at Santa Clara University School of Law).

His undergraduate work at San Jose State University was in the field of industrial management. James received his law degree from Santa Clara University in 1975, and was a senior administrative law judge for California's Public Employment Relations Board (PERB) for 22 years. He has mediated over 1,500 employment disputes, many of which involved highly emotional labor disputes. Jim has mediated more school labor strikes than any other individual in the nation. He is recognized as an expert in complex settlement negotiations and is regularly asked to train staff and other judges in alliance building, mediation and conflict resolution skills.

The California Senate and California Assembly and PERB have honored Judge Tamm for his work changing adversarial work environments into more collaborative ones. He is a contributing author of California Public Sector Labor Relations, a book sponsored by the California State Bar Association, and has published several articles on developing collaborative working relationships. Several of his legal decisions in employment law have received national attention. He has been a speaker and trainer at numerous national and international conferences.

Judge Tamm is one of the designers and original faculty members of a highly successful training program designed to enhance collaborative work environments in California school systems, a program that was underwritten by the Hewlett and Stuart Foundations. He has worked with organizations throughout the world, helping them develop more collaborative employment environments. He has authored training materials that have been translated into eight languages.

The Lillith Group
Rashaida Nirobe, Principal

Ms. Rashaida Nirobe has been working as a facilitator, mediator and instructor in various training areas for the past 20 years. Since founding The Lillith Group, in 1994, a Bay Area based organizational development and training consultancy, Ms. Nirobe's focus has been on working with various Bay Area Joint Labor-Management Groups. A short list of Ms. Nirobe's clients and assignments include:

- Quad City Hospitality Career Ladder Project (Research Consultant and San Jose City Coordinator)
- San Francisco Municipal Railway's Joint Labor-Management Board (Organizational Development Consultant and Facilitator)
- South Bay Hotel & Restaurant Employees Training Fund (Career Ladders Training Coordinator)
- The Future of Work in the Hospitality Industry, Rockefeller/Sage Foundations grant to the Center on Wisconsin Strategy, University of Wisconsin (Research Consultant)
- San Francisco Hotels Partnership Project (Facilitator, Mediator, Project Manager, Research Consultant and Lead Instructor)
- Hotel & Restaurant Employees Unions, Locals #2 & #19 (Exec. Director of Welfare-To-Work Program, Lead Instructor and Facilitator)
- International Brotherhood of Teamsters, Local #856 (Instructor)
- Service Employee's Union, Local # 14 (Facilitator, Instructor and Mediator)

From 1999 to 2001 Ms. Nirobe was a Partner with The Newhouse Group and served as Senior Director of Talent Retention. Working with New Economy companies, Ms Nirobe was responsible for developing policies and procedures, dealing with workplace compliance issues, and developing courseware specifically geared to the fast-paced world of the dot-com community. An alumnus of California State University at Hayward, Ms. Nirobe is a sought after public speaker, and has addressed groups including the Federal Workers Annual Training Conference, National Labor-Management Conference, National Workplace Literacy Program Project Conference, ASTD Conference on Workplace Education, and Project EXCEL 's Workplace Literacy Conference.

Resume of Rashaida Nirobe

PROFESSIONAL WORK EXPERIENCE

2001 – present	City Coordinator (San Jose), Quad City Hospitality Career Ladders Project HERE Local 19 and hotel employer group; The Lillith Group, 655 Lewelling Blvd., #303, San Leandro, CA 94579
1999 – 2001	Partner/Senior Director of Talent Retention, The Newhouse Group, L.L.C., P.O. Box 150438 San Rafael, CA 94915
1999 – 2000	Executive Director, San Francisco Hotels/HERE Local 2 Cal Works Housekeeping Training Project; The Lillith Group, 655 Lewelling Blvd., #303, San Leandro, CA 94579
1995 – present	Facilitator/Mediator/Instructor, joint San Francisco Hotel Multi-Employer Group, HERE Local 2 & SEIU Local 14 projects, San Francisco, CA
1995 – present	Visiting Instructor, Westmont College Urban Program 3016 Jackson Street, San Francisco, CA 94115
1995 – present	Workplace Learning Consultant (clients include: City of Watsonville; Sheraton Hotel; Korshak, Korshak, Kong & Sugano L.L.P.) The Lillith Group, 655 Lewelling Blvd., #303, San Leandro, CA 94579
1998 – 1999	Instructor/Career Coach, Strategy Workplace Communications 2886 Geary Blvd., # 204, San Francisco, CA 94118
1995 – 1996	Instructor, Dept of Contract Education, City College San Francisco, 800 Mission Street., San Francisco, CA 94103
1993 – 1995	Training Manager/Human Resources Coordinator, Westin St. Francis Hotel, Union Square, San Francisco, CA 94102
1989 – 1992	Regional Training & Communications Manager, The Hertz Corporation, 300 East Millbrae Avenue, Millbrae, CA.

Rashaida Nirobe
1155 Grace Street, San Leandro, CA 94578 Phone: (510) 895-8081 Fax: (510) 483-1130

PROFESSIONAL ACTIVITIES/ PUBLIC SPEAKING (partial list)

- Presenter, Federal Women's Program Annual Training Conference, Oakland, CA, 2001
- Presenter, Federal Worker's 19th Annual Quad Council Training Conference, Sacramento, CA, 2001
- Speaker, "Recruitment & Retention," Department of Agriculture, Oakland, CA, 2001
- Delegate, the 9th National Labor-Management Conference, Chicago, IL, 1998
- Member ASTD, 1995 – present
- Panelist, ASTD Conference on Workplace Education, San Francisco, CA, 1995
- Industry representative, Cityworks: Hospitality Cluster, City College of San Francisco, School of Applied Science and Technology.
- Career Advisor, Alumni Resources Career Advisor Network, San Francisco, CA, 1994 - present
- Trainer (Volunteer), Harassment in the Workplace Recognition and Prevention Seminar, Charity Cultural Services Center, San Francisco, CA, 1994 – 1996
- Member of the Northern California Diversity Business Forum, 1994 - 1996
- Panelist, the Impact of Language Training on Our Customer Service, Project EXCEL's Workplace Literacy Conference, San Francisco, CA, 1995
- Panelist, "Careers In Training", Alumni Resources, San Francisco, CA, 1994
- Delegate, National Workplace Literacy Program Project, Directors' Startup Conference, Washington D.C., 1993

HONORS

- International Directory Of Distinguished Leadership, 1992
- The World Who's Who Of Women, 1992

Rashaida Nirobe
1155 Grace Street, San Leandro, CA 94578 Phone: (510) 895-8081 Fax: (510) 483-1130

EDUCATION AND TRAINING (partial list)

- Certificate of Human Resource Management, California State University at Hayward, 2001
- Interest-Based Bargaining, Federal Mediation and Conciliation Service, 1997
- Conflict Management and Mediation Skills Training, Conciliation Forums of Oakland, CA, 1997
- Interest-Based Problem Solving and Team Building, Federal Mediation and Conciliation Service, 1995
- Individual and Group Communication Skills and Dynamics, Federal Mediation and Conciliation Service, 1995
- Chabot College (concentration: psychology), Hayward, CA, 1991 – 1995
- Managing the Multicultural Workforce, Thauwald Lew Consulting, San Francisco, CA, 1993
- Team Quality Management (Instructor Certification), Practical Management Associates, Calabasas, CA, 1993
- Skills for an Empowered Workforce (Instructor Certification), Development Dimensions International, 1993
- Performance Management Training (Instructor Certification), The Hertz Corporation Learning Center, Oklahoma City, OK, 1991
- Facilitation Skills (Instructor Certification), Zenger-Miller Inc., San Francisco, CA, 1990
- Training Systems, Frontline Leadership (Instructor Certification), Zenger-Miller Inc., San Francisco, CA, 1989
- California State University at Hayward (concentration: sociology), 1972 – 1974

Rashaida Nirobe
1155 Grace Street, San Leandro, CA 94578 Phone: (510) 895-8081 Fax: (510) 483-1130

Date: May 29, 2003

B16

To: Board of Trustees

From: Dr. Philip R. Day, Jr., Chancellor

Subject: Authorization to modify existing Grants (Resolution No. 030529-B16)

	ORIGINAL RESOLUTION NUMBER	GRANTOR/ CONTRACTOR	CONTRACT DATE	ORIGINAL TOTAL AMOUNT	CHANGE	NEW TOTAL NOT TO EXCEED	COMMENTS; ORIGINATOR
A	010628-B17 020627-B18	San Francisco Hotels Partnership Project	July 1, 2003- June 30, 2004	$185,852	Renewal of training contract for FY 03-04	$185,852	Report contract renewal for FY 03-04 Originator: Judy Teng

RECOMMENDATION:

RESOLVED: That the Board authorizes the specified amendment to the Resolution as indicated in the table, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

CITY COLLEGE OF SAN FRANCISCO
50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: May 29, 2003 **B17**

TO: Board of Trustees

FROM: Dr. Phillip R. Day, Jr., Chancellor

Subject: **CONTRACT/GRANT**
Authorization to contract with the California Department of Education for continuation of the California Early Childhood Mentor Program and, to subcontract with 70 California Community Colleges in the amount not to exceed $2,163,059.
(Resolution No. 030529 – B17

BACKGROUND INFORMATION:

This resolution requests authorization to submit an application and to appropriate all funds related to the renewal of a contract from the California Department of Education for continued operation of the California Early Childhood Mentor Program. The California Early Childhood Mentor Program has 70 participating colleges, including City College of San Francisco. City College of San Francisco is the fiscal agent.

This resolution also requests authorization to establish sub-contracts for up to $23,000 per community college for the academic year with 70 California Community Colleges including City College of San Francisco. Sub-contracting colleges will provide the following services: coordinating and offering an adult supervision course and seminars for mentors; coordination and development of mentoring programs; honoraria for faculty working with the college mentoring programs; books and other instructional materials for mentors; and printing and copying mentor materials. College sub-contracts will be from September 1, 2003 through June 30, 2004. A list of the participating community colleges is available from the Chancellor's Office for review.

The total of the contract is $2,163,059 for the period August 1, 2003 through July 31, 2004. There is no in-kind match or additional space required.

BOARD OF TRUSTEES
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DR. PHILIP R. DAY, JR., CHANCELLOR

Income

California Department of Education	$ 2,163,059

Expenditures

Employee Salaries and Benefits	$ 326,739
Other Operating Expenses	64,899
Local Assistance & Stipends	1,611,194
Total Indirect @ 8%	160,227
Total Expenditure	$ 2,163,059

The City College of San Francisco Board of Trustees has approved the following contracts with the California Department of Education for the continuation of the California Early Childhood Mentor Program and to subcontract with 70 California Community Colleges:

Resolution Number	Amount	Duration
001116-B16	$3,873,022	February 1, 2001 – July 31, 2002
020627-B16	$2,163,059	August 1, 2002 – July 31, 2003

SHARED GOVERNANCE REVIEW:

Yes:____; No:__X__; If yes, which Committee:_____
Date of Review:_____

(A negative response indicates that a review is not necessary.)

RECOMMENDATION:

RESOLVED: That authorization is hereby given to apply for and accept the amount of $2,163,059 from the California Department of Education for the California Early Childhood Mentor Program, and is authorized to subcontract with 70 California Community Colleges including City College of San Francisco for activities related to the California Early Childhood Mentor Program, for the period of September 1, 2003 through June 30, 2004, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Originator: Sandra Handler

CITY COLLEGE OF SAN FRANCISCO
50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: May 29, 2003 **B18**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: CONTRACTS/GRANTS
Approval of Special Services Contract with San Francisco Department of Human Services
(Resolution No. 030529-B18)

BACKGROUND INFORMATION:

For the past two years, the CCSF CalWorks Office of Education and Training program, the English as a Second Language Department (ESL), and the City and County of San Francisco Department of Human Services (DHS) jointly planned, developed, and implemented an intensive Vocational English as a Second Language (VESL) education and training program. The goal of the program, called the VESL Immersion Program (VIP), is to prepare limited English-proficient CalWorks, Personal Assisted Employment Services (PAES) participants and others who will benefit from this program to enter the job market, and/or other training programs within the time limitations established by welfare reform legislation. This grant represents a expansion and a renewal of an existing contract, see below.

The City College of San Francisco Board of Trustees has approved the following special services contract with DHS:

Resolution Number	Amount	Duration
Resolution No. 000330-B20 For Pilot Program	$42,000	Spring 2000
Resolution No. 000831-B18 For instruction and curriculum development	$83,907	August 16, 2000 - July 31, 2001
Resolution No. 010830-B-22 For instruction	$420,000	August 1, 2001- July 31, 2003

DHS is now seeking to modify the current contract amount to $522,054 in order to expand the program to include curriculum development and instruction for additional ESL and pre-literacy ESL levels and to renew the

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DR. PHILIP R. DAY, JR., CHANCELLOR

contract for an amount not to exceed $761,204 for the period August 1, 2003 – July 31, 2005.

SHARED GOVERNANCE REVIEW:

Yes: _____; No X; If yes, which Committee: _____
Date of Review:: _____

(A negative response indicates that a review is not necessary.)

RECOMMENDATION:

RESOLVED: That authorization be hereby given to San Francisco Department of Human Services to modify the current contract amount to $522,054 from $420,000 for the period August 1, 2001 – July 31, 2003 and to renew the contract for an amount not to exceed $761,204 for the period August 1, 2003 – July 31, 2005 with the City and County of San Francisco Department of Human Services (DHS) to fund the Vocational English as a Second Language Immersion Program (VIP), and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Joanne Low, Originator

CITY COLLEGE OF SAN FRANCISCO
50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: May 29, 2003 **C1**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: EQUIPMENT, SUPPLIES & SERVICES
Procurement of Equipment, Supplies, Services, Etc., less than $3,000
(Resolution No. 030529-C1)

BACKGROUND INFORMATION:

Listed below is a summary of purchases for equipment, supplies, and services in individual amounts of less than $3,000. Investigation indicates that they are necessary for the support of District operations, and therefore are recommended for approval by the Board of Trustees. It is certified that the items summarized below are in accord with the Board of Trustees policy and that funds are available to cover payment.

RECOMMENDATION:

RESOLVED: That approval be and is hereby given for the procurement of the equipment, supplies, services, etc., totaling $202,247.51 individual amounts of less than $3,000 not heretofore approved as summarized and detailed below:

Direct Payments	$ 35,186.72
Purchase Orders	145,913.91
Travel/Mileage	21,146.88
GRAND TOTAL:	$ 202,247.51

James Kendrix, Originator

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DR. PHILIP R. DAY, JR., CHANCELLOR

CITY COLLEGE OF SAN FRANCISCO
50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

Date: May 29, 2003 **C2**

To: Board of Trustees

From: Dr. Philip R. Day, Jr., Chancellor

Subject: EQUIPMENT, SUPPLIES & SERVICES
Procurement of Equipment, Supplies, Services, Etc., more than $3,000
(Resolution No. 030529-C2)

BACKGROUND INFORMATION:

The following departmental requests for the purchase of supplies, equipment, and services have been received. Investigation indicates that they are necessary for the support of District operations, and therefore are recommended for approval by the Board of Trustees. It is certified that the items summarized below are in accord with the Board of Trustees policy and that funds are available to cover payment.

RECOMMENDATION:

RESOLVED: That approval be and is hereby given for the procurement of the equipment, supplies, services, as detailed in Attachment "A'.

GRAND TOTAL : $ 4,794,127.98

James Kendrix, Originator

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DR. PHILIP R. DAY, JR., CHANCELLOR

	A	B	C	D	E	F	G	H	I	J	K
1		Fund	Org	Acct	Prog	Aty	Department	Vendor	Doc	Amount	Description
2		UPYENC	3566	5650	6770	S	UGF - Prior Year Encumb	Dept. of Electricity & Telecommunicati	TPB1159	15,245.97	Maintenance and Repair Equipment
3		U	2530	5656	6780	S	ITS-Systems and Operations	Internet Software Sciences	DPA9563	3,000.00	Software License Fees
4		U	3562	4301	6770	S	College Services	The Unisource Corp.	PO94921	5,010.10	Printing Supplies
5		U	3564	5350	6770	S	Mail Services	U.S. Postmaster	DPA7183	20,000.00	Postage
6		U	3564	5350	6770	S	Mail Services	Postage By Phone System	DPA7182	25,000.00	Postage
7		U	4010	4301	6490	C	Vice Chancellor Student Development	The Unisource Corp.	PO94923	4,629.39	Printing Supplies
8		U	4900	5633	6770	S	Central Services	San Francisco LGBT Community Center	DPA6583	4,119.75	Other Rentals
9		PYRL	9900	9742	9900	S	Payroll Fund	Public Emp. Retirement System	VP97260R	7,649.52	Retirement
10		PYRL	9900	9742	9900	S	Payroll Fund	Public Emp. Retirement System	VP97260Q	7,710.17	Retirement
11		PYRL	9900	9754	9900	S	Payroll Fund	Safeco Life Insurance Co	VP47287G	15,633.20	Life Insurance
12								**Total Unrestricted**		**107,998.10**	
13											
14	*	121022	7224	5190	0400	C	NSF-Fix-a-Gene (Due-0202327) Yr-2	Cleaver J	PSA9412	10,000.00	Consulting
15	*	121022	7224	5190	0400	C	NSF-Fix-a-Gene (Due-0202327) Yr-2	Obura Comapny	TPA9411	78,625.00	Consulting
16	*	121145	7114	5190	0900	N	WIA-Muni Career Ladder	Jones M	PSB1219	8,000.00	Consulting
17		121194	5153	5110	6020	S	NSF Biolink 01-02	Tobin S	PSA9415	4,400.00	Guest Lecturer
18	*	121194	5153	5210	6020	S	NSF Biolink 01-02	University of California Regents	TPA9410	25,000.00	Travel - Non Local
19	*	121216	7421	5190	6840	S	CTCA/SBDC C02-0052 YR2003	Fusion Strategy Partners	TPA7185	5,000.00	Consulting
20		121248	8180	5350	1500	N	ABE 321 Workforce Investment 02-03	U.S. Postal Service	DPB0683	3,000.00	Postage
21		121248	8180	4103	1500	N	ABE 321 Workforce Investment 02-03	Thomson Learning	POB0244	3,183.18	Other Books
22		121248	8180	4102	1500	N	ABE 321 Workforce Investment 02-03	Longman ESL	POB0669	3,280.38	Text Books
23		121248	8180	4103	1500	N	ABE 321 Workforce Investment 02-03	Steck-Vaughn Co	POB0236	3,354.22	Other Books
24		121248	8180	4103	1500	N	ABE 321 Workforce Investment 02-03	Pearson Education	POB0240	4,665.95	Other Books
25		121248	8180	4304	1500	N	ABE 321 Workforce Investment 02-03	Office Depot Inc.	POB0223	4,765.00	Durable Supplies
26		121248	8180	4103	1500	N	ABE 321 Workforce Investment 02-03	McGraw Hill Contemporary (ESL)	POB0237	5,970.46	Other Books
27		121248	8180	4304	1500	N	ABE 321 Workforce Investment 02-03	Omnipro Systems Inc.	POA9587	25,247.97	Durable Supplies
28		121331	0081	6414	6320	C	Year 1/T-3 Strengthening/Dev Progrm	Sehi Computer Products	PO98366	4,301.86	Miscellaneous Equipment - Addition
29		121331	0081	6413	6190	S	Year 1/T-3 Strengthening/Dev Progrm	Omnipro Systems Inc.	PO98362	6,618.54	Computer Equipment - Addition
30		121376	4044	9766	6460	N	Fed Work Study-Non Credit 01-02	U.S. Department of Education	DP48630	7,688.96	Work Study
31		121510	7210	6413	0700	C	Vatea IIC 02-03	Dell Computer Corporation	POB0976	3,226.85	Computer Equipment - Addition
32		121510	7516	6307	1000	C	Vatea IIC 02-03	Micro Warehouse	POA7791	4,993.60	Software
33		121510	7516	6307	1000	C	Vatea IIC 02-03	Apple Computer Inc.	POA7792	5,776.55	Software
34		121510	7528	5656	1000	C	Vatea IIC 02-03	Marketware Technologies	POA1571	5,124.95	Software License Fees
35		123208	7320	6413	4900	N	Disabled Student Excess Cost 02-03	Pulse Data HumanWare, Inc.	POA9038	3,377.69	Computer Equipment - Addition
36		123208	7320	6413	4900	N	Disabled Student Excess Cost 02-03	Omnipro Systems Inc.	POA9036	7,464.80	Computer Equipment - Addition
37		123516	0050	5190	6600	S	FSS-Center for Stud Success YR-1	Phillips B	PSB0708	15,450.00	Other Consulting
38		123856	9500	5633	6780	S	Instr Equip & Materials 02-03	Dell Financial Services	DPA6245	15,215.20	Other Leases
39	*	123856	9500	5656	6780	S	Instr Equip & Materials 02-03	Novell Inc.	TPA9575	38,107.91	Software License Fees
40		123885	2058	5656	6780	S	Telecommunications & Tech 01-02	RealNetworks, Inc	POA9577	3,733.83	Software License Fees
41		123885	2058	5130	6750	S	Telecommunications & Tech 01-02	VTC Online University	DPA9592	16,200.00	Dues and Memberships
42		123885	2058	5130	6750	S	Telecommunications & Tech 01-02	VTC Online University	POA9592	16,200.00	Dues and Memberships
43		123886	2510	6413	6780	S	Telecommunications & Tech 02-04	Wire One Technologies	POA8552	25,010.50	Computer Equipment - Addition
44	*	124515	0040	5801	6600	S	Y2-Marketing Diversity 01-03	Crocker/Flanagan	TPA7097	4,500.00	Broadcasting
45	*	125019	0020	5190	6600	S	SF Foundation-Joint Use Facility	Skidmore, Owings & Merrill LLP	TPA6179	9,910.00	Other Consulting
46	*	125269	7182	5190	0500	N	SF Muni-HR & Trainer Certificate	The Railway Educational Bureau	TPB0029	135,000.00	Other Consulting
47	*	128006	9210	5190	0500	N	SF Hotel Partnership Proj-3	Rashaida Nirobe, The Lillith Group	TPA9348	9,500.00	Other Consulting
48	*	412845	0130	6202	7100	S	Haz-Mat 00-01 #38 Conln Hl Ceilg Ab	Schram Construction, Inc	CTA8663A	25,316.96	Construction in Progress
49	*	412847	0130	6203	7100	S	HM 00-01 #1-2 Cnln Air Qlty Corr HV	Inspection Services, Inc.	CTA6173	10,000.00	Project Management
50	*	412847	0130	6202	7100	S	HM 00-01 #1-2 Cnln Air Qlty Corr HV	Schram Construction, Inc	CTA8663A	178,750.04	Construction in Progress
51	*	412851	8062	6202	7100	S	HM 01-02#1 Mech Rm Pipe Lag Abte PH	Landmark Building & Engineering Contra	CTA6072	14,300.00	Construction in Progress
52		42042C	8067	6202	7100	H	Phelan Camp Pedestrian Cross Walks	Department Of Parking & Traffic	DPA6180	4,000.00	Construction in Progress
53		42042C	8067	6201	7100	H	Phelan Camp Pedestrian Cross Walks	Department Of Parking & Traffic	DPA6180	5,995.00	Planning Costs

+ equals anual payments to be paid on a monthly basis
* equals encumbrances to be paid by multiple payments during the fiscal year

	A	B	C	D	E	F	G	H	I	J	K
1		Fund	Org	Acct	Prog	Aty	Department	Vendor	Doc	Amount	Description
54	*	420662	8510	6202	7100	H	SM 99-00 DTN BLDG. HVAC REPAIR .	ABCO Mechanical Contractors, Inc	CTA6166	362,391.15	Construction in Progress
55	*	420669	8062	6202	7100	H	SM 99-00 #2A-Sci Hall Replc Ext Til	Alpha Restoration & Waterproofing	CTA6071	198,000.00	Construction in Progress
56	*	420702	8051	6203	7100	H	SM 00-01 #3A-Batml Hall-Replc Roof	Hazard Management Services Inc	CTA6121	4,857.50	Project Management
57	*	42118M	8510	6203	7100	H	HS-DTN Fire/Safety Sys Upgr Rpl Mgm	Inspection Services, Inc.	CTA6172	15,000.00	Project Management
58	*	42133M	8055	6203	7100	R	Art Building & Horticulture Improve	Blomquist Consultancy, LLC	CTA6196	175,000.00	Project Management
59	*	42153M	8054	6203	7100	R	REN-Conlan Hall Testing Rooms Renov	Inspection Services, Inc.	CTA6170	4,000.00	Project Management
60	*	42156C	8066	6202	7100	R	REN-Student Union Flooring Renovatn	BL&K Enterprises, Inc	CTA6197	197,986.00	Construction in Progress
61	*	42156M	8066	6203	7100	R	REN-Student Union Flooring Renovatn	IHI Environmental	CTA6193	13,735.00	Project Management
62		432503	8067	6413	7100		E-Mail Upgrade	CDW Government, Inc.	POA9574	16,284.79	Computer Equipment - Addition
63		432505	8067	6413	7100		Server Support	Arsys Innotech Corporation	POA9572A	6,384.00	Computer Equipment - Addition
64		432505	8067	6413	7100		Server Support	ND Technology	POA9572C	11,610.80	Computer Equipment - Addition
65	*	432602	8067	6413	7100		Desktop Upgrade	Omnipro Systems Inc.	TPA7556E	292,974.39	Computer Equipment - Addition
66	*	432602	8110	6413	7100		Desktop Upgrade	Omnipro Systems Inc.	TPA7556E	24,929.60	Computer Equipment - Addition
67	*	432602	8210	6413	7100		Desktop Upgrade	Omnipro Systems Inc.	TPA7556E	28,867.93	Computer Equipment - Addition
68	*	432602	8311	6413	7100		Desktop Upgrade	Omnipro Systems Inc.	TPA7556E	67,991.79	Computer Equipment - Addition
69	*	432602	8411	6413	7100		Desktop Upgrade	Omnipro Systems Inc.	TPA7556E	48,760.28	Computer Equipment - Addition
70	*	432602	8510	6413	7100		Desktop Upgrade	Omnipro Systems Inc.	TPA7556E	57,202.59	Computer Equipment - Addition
71	*	432602	8610	6413	7100		Desktop Upgrade	Omnipro Systems Inc.	TPA7556E	11,624.94	Computer Equipment - Addition
72	*	432602	8710	6413	7100		Desktop Upgrade	Omnipro Systems Inc.	TPA7556E	48,453.71	Computer Equipment - Addition
73	*	432602	8813	6413	7100		Desktop Upgrade	Omnipro Systems Inc.	TPA7556E	60,235.79	Computer Equipment - Addition
74		432761	8067	6413	7100		Video Conferencing	Wire One Technologies	POA8552	12,803.98	Computer Equipment - Addition
75		432840	8067	6413	7100		Multimedia Classrooms	Omnipro Systems Inc.	POA9596	29,317.65	Computer Equipment - Addition
76		432840	8067	6413	7100		Multimedia Classrooms	Apple Computer Inc.	PO87640	29,953.60	Computer Equipment - Addition
77	*	433004	8062	6202	7100		Science Hall Window Replacement	Alpha Restoration & Waterproofing	CTA6071	2,300,000.00	Construction in Progress
78	*	433006	8510	6202	7100		Dwntwn HVAC Syst Repair & Overhaul	ABCO Mechanical Contractors, Inc	CTA6166	11,163.85	Construction in Progress
79		433007	8510	6203	7100	S	Downtown Campus Elevator Upgrade	Ford Graphics	DPA6194	4,343.24	Project Management
80								**Total Restricted**		**4,794,127.98**	
81											
82								**Total Unrestricted and Restricted**		**4,902,126.08**	

+ equals anual payments to be paid on a monthly basis
* equals encumbrances to be paid by multiple payments during the fiscal year

CITY COLLEGE OF SAN FRANCISCO
50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: May 29, 2003 **C3**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **GRANTS**
Acceptance of Gifts
(Resolution No. 030529-C3)

BACKGROUND INFORMATION:

SFCCD Policy Manual Section 8.08 Acceptance of Gifts provides that (1) motor vehicles, (2) aircraft, (3) cash exceeding $250, (4) securities, (5) precious stones, (6) precious metals, (7) goods other than (1) or (2) above with a market value exceeding $1,500, be accepted by the SFCCD only by resolution of the Board of Trustees.

SHARED GOVERNANCE REVIEW:

Yes _____: No ___X__: If yes, which committee: _____
Date of Review: _____

RECOMMENDATION:

WHEREAS: The SFCCD has been tendered the gifts detailed in Attachment A;

WHEREAS: Vice Chancellor of Academic Affairs Frances Lee declares that these gifts will enhance the instructional program of the San Francisco Community College District;

THEREFORE BE IT RESOLVED: That the Chancellor and the Vice Chancellor of Finance and Administration or their designees, are hereby authorized to accept the gifts listed on Attachment A for and in the name of the San Francisco Community College District;

FURTHER BE IT RESOLVED: That upon transfer of legal title of these gifts described in Attachment A, the Secretary of the SFCCD Board of Trustees is directed to notify the donors of acceptance of the gifts by the governing board.

Dr. Kathleen Sullivan Alioto, Originator

BOARD OF TRUSTEES
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05/29/03 RONNIE L. CARTER, JR. • MILTON MARKS III • JULIO J. RAMOS, ESQ. • RODEL E. RODIS • RICHARD CANTORA, STUDENT TRUSTEE
DR. PHILIP R. DAY, JR., CHANCELLOR

ATTACHMENT A
RESOLUTION: 030529— C3

DESCRIPTION	DONOR	BENEFICIARY	MARKET VALUE DECLARED BY DONOR
April 2003			
1) Cash	Joy Durighello 62 Martha Avenue San Francisco, CA 94131	ESL Scholarship	$ 500.00
2) Cash	Marge Ryder 320 Hazelwood San Francisco, CA 94127	ESL Scholarship	$ 500.00
3) Cash	Peninsula Community Foundation 1700 South El Camino Real, Ste. 300 San Mateo, CA 94402	CCSF Student Sarout Long	$ 2,419.76
2) Equipment	S&S Wentworth 1915 Shell Avenue Martinez, CA 94553	Trade Skills Autobody and Motorcycle	$ 10,788.24

CITY COLLEGE OF SAN FRANCISCO
50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: May 29, 2003 **F1**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **HUMAN RESOURCES**
Resignation Educational
Academic Administrative Position
(Resolution No. 030529-F1)

BACKGROUND INFORMATION:

Resolution No. 030529-F1 covers the resignation of an educational academic administrator.

SHARED GOVERNANCE REVIEW:

Yes _____; No _____ If yes, which committee: _____
Date of Review: _____

RECOMMENDATION:

RESOLVED: That the resignation of FRANK CHONG from any and all employment with the San Francisco Community College District be accepted effective June 1, 2003.

Clara Starr, Originator

BOARD OF TRUSTEES
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JOHNNIE L. CARTER, JR. • MILTON MARKS III • JULIO J. RAMOS, ESQ. • RODEL E. RODIS • RICHARD CANTORA, STUDENT TRUSTEE
DR. PHILIP R. DAY, JR., CHANCELLOR

CITY COLLEGE OF SAN FRANCISCO
50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: May 29, 2003

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **Academic Employees**
Credit Program/Non-Credit Program
District Funded
City College of San Francisco
(Resolutions 030529-G1-G9)

BACKGROUND INFORMATION:

These resolutions cover district funded academic employees appointments and/or other related personnel transactions. Unless otherwise indicated in the resolution, appointments are classified as temporary. Board of Trustees approval is required.

The following resolutions are recommended for adoption.

Clara Starr, Originator

BOARD OF TRUSTEES
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JOHNNIE L. CARTER, JR. • MILTON MARKS III • JULIO J. RAMOS, ESQ. • RODEL E. RODIS • RICHARD CANTORA, STUDENT TRUSTEE
DR. PHILIP R. DAY, JR., CHANCELLOR

RESOLUTION 030529-G1

TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC EMPLOYEES: General Fund, Unrestricted

RESOLVED: That the following named persons be appointed to temporary part-time academic assignments for the semester and department shown. Employment is contingent upon adequate class enrollment, possession of applicable minimum qualifications and/or applicable credential, tuberculosis clearance, assignment availability under Article 13-1 of the AFT contract and completion of all District documents necessary to establish eligibility for appointment. Salary shall be in accordance with the appropriate instructional/non instructional rates as provided by Article 20 of the AFT contract. Total assignments for temporary part-time academic employees shall not exceed 60% of the hours per week considered a full-time assignment for regular employees having comparable duties. Total overload/extra pay assignments for full-time academic employees shall be in accordance with the relevant provisions of the appropriate bargaining contracts and the City College of San Francisco Faculty Handbook.

SPRING 2003

(+: Full-time overload/extra pay)
(*: New hourly academic employee)

	Name	Department	Division
	Cabading, Leon F	Counseling New Students	Credit
+	Cheng, Eva Yuen-Wan	Counseling New Students	Credit
+	Chin, Jessie C	Counseling New Students	Credit
+	Collins, Charles N	Instructional Computing Lab	Credit
	Corry, Megan Diane	Health Care Technology	Credit
	Farnbach, Ingrid M	English As a Second Language	NonCredit
	Greene, Terrance C.	Counseling New Students	Credit
+	Hom, Grace	Counseling New Students	Credit
	Lee, Pamela Tau	Labor Studies	Credit
	Lee, Terry	Counseling New Students	Credit
+	McClain, Laurene W	Social Science	Credit
+	Padua, Joseph H	Counseling New Students	Credit
	Parla Sanchez, Luis A	Foreign Languages	Credit
+	Pirolt, Erwin	Cul Arts & Hospitality Studies	Credit
	Romano, Lisa C.	Counseling New Students	Credit
+	Sparks, Jack D.	Counseling New Students	Credit
	Vela-Bueno, Jose C	Art	Credit
	Walsh, Laura	English As a Second Language	Credit
+	Wong, Jamie Miye	Phys Education & Dance	Credit
	Yu, Howard K	Counseling New Students	Credit

G1 Spring 2003: 20

SUMMER 2003

(+: Full-time overload/extra pay)
(*: New hourly academic employee)

	Name	Department	Division
+	Allen, Mary J	Health Care Technology	Credit
	Atkinson, Lynne A	Phys Education & Dance	Credit
+	Baird, Roger L	Art	Credit
+	Barretto, Joao Conde	Library Services	Credit
	Bennich, Agathe	Art	Credit
	Benshoof-Holler, Marga	English As a Second Language	NonCredit
	Body, Michele M	Radiologic & Imaging Technolgy	Credit
	Boegel, Thomas Paul	Office of Instruction	Credit

TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC
EMPLOYEES: General Fund, Unrestricted

	Bozina, Robert P	Music	Credit
+	Brickner, Margaret	Library Services	Credit
+	Brown III, Harold C	Phys Education & Dance	Credit
+	Brown, Brenda M	Counseling New Students	Credit
	Burick, Kathleen L	Phys Education & Dance	Credit
	Bykle, Tron J	Art	Credit
	Cabading, Leon F	Counseling New Students	Credit
	Carlson, Lennis Jay	Music	Credit
	Carpenter, Janet Louis	Art	Credit
	Casper, Harris	English As a Second Language	NonCredit
	Cham, James F	English As a Second Language	NonCredit
	Chan, Andrew K	English As a Second Language	NonCredit
+	Chan, Yuk Chun	Library Services	Credit
	Chang, Benjamin P	English As a Second Language	NonCredit
	Chen, Cora	English As a Second Language	NonCredit
+	Cheng, Eva Yuen-Wan	Counseling New Students	Credit
	Chin, Eddie Y	English As a Second Language	NonCredit
+	Chin, Jessie C	Counseling New Students	Credit
	Collins, Warren	English As a Second Language	NonCredit
	Colom, Carlos M	Computer Networking & InfoTech	Credit
	Corry, Megan Diane	Health Care Technology	Credit
	Costello, Patricia A	English As a Second Language	NonCredit
	Culbertson, Anthony Sc	Radiologic & Imaging Technolgy	Credit
	Cunningham, James B	Phys Education & Dance	Credit
	Datz, Alison M	English As a Second Language	NonCredit
	Davis, Bob	Music	Credit
	De Cordova, Andre M	Counseling New Students	Credit
	Delacorte, Erika C	Learning Assistance	Credit
	Dent, Carol J	English As a Second Language	NonCredit
	Devereaux, Mary P	English As a Second Language	NonCredit
	Diaz, Edward T	Phys Education & Dance	Credit
	Dill, Robert L	English As a Second Language	NonCredit
+	Duggan, Bradley J	Phys Education & Dance	Credit
	Edmondson, Wilbur O	English As a Second Language	NonCredit
	Edwardson, Lawrence H	English As a Second Language	NonCredit
	Elliott, Robert Keith	English As a Second Language	NonCredit
	Enciso, Franz J	Music	Credit
	Fajilan, Ann	Theater Arts	Credit
	Falk, Marion L	English As a Second Language	NonCredit
+	Fan, Mark M	Library Services	Credit
	Fazackerley, James M	Health Care Technology	NonCredit
	Fine, Brandon L	English As a Second Language	NonCredit
+	Fiore, Linda J	Health Care Technology	Credit
+	Fracchia, Charles	Library Services	Credit
+	Fregly, Carol A	English	Credit
+	Garcia, Diane Renee	Diagnostic Medical Imaging	Credit
	Garcia, Rita A	Computer Science	Credit
	Gee, Janet	Health Science	NonCredit
	Gilewska, Bozena	English As a Second Language	NonCredit
	Ginther-Webster, Kimbe	Library Services	Credit
	Giusto, Thomas L	Phys Education & Dance	Credit

	Goldberg, Alan H	English As a Second Language	NonCredit
+	Graber, Mary R	Phys Education & Dance	Credit
+	Grady, Margaret	Phys Education & Dance	Credit
+	Gratch-Lindauer, Bonni	Library Services	Credit
	Greene, Dara S	Counseling New Students	Credit
	Greene, Elouise	Counseling New Students	Credit
	Greene, Terrance C.	Counseling New Students	Credit
+	Guichard, Margaret	Health Care Technology	Credit
	Guzman, Rosa E	Counseling New Students	Credit
	Harada-Garcia, Betty M	Counseling International Study	Credit
+	Harris, Julie	Counseling International Study	Credit
	Harrison, Cindi J	Learning Assistance	Credit
	Hayes, Beverly L.	Library Services	Credit
+	Hayes, Daniel	Phys Education & Dance	Credit
+	Hector, Willie	Phys Education & Dance	Credit
	Henderson, Tessa D.	Counseling New Students	Credit
-	Heredia, Maria L	Counseling New Students	Credit
+	Hirose, Lynda M	Cul Arts & Hospitality Studies	Credit
+	Ho, Karen	Counseling New Students	Credit
	Hoffman, Camille S	English As a Second Language	NonCredit
	Holsten, Matthew e	English As a Second Language	NonCredit
+	Hom, Grace	Counseling New Students	Credit
	Horowitz, Manly	Library Services	Credit
	Huang, Su P	English As a Second Language	NonCredit
+	Hubbell, Judy	Music	Credit
	Hudspeth, Charles M	Music	Credit
	Hughes, Patricia B	English As a Second Language	NonCredit
	Hurley, Kathleen M	Diagnostic Medical Imaging	Credit
	Huszagh-Lockwood, Debo	English As a Second Language	NonCredit
	Janko, James Anthony	English As a Second Language	NonCredit
	Johnson, Robert T	Physics	Credit
	Jones, John W	Computer Science	Credit
	Karay, Dean Nicholas	English As a Second Language	NonCredit
-	King, Roger S.	Physics	Credit
	Kline, Barbara LeBean	English As a Second Language	NonCredit
	Kling, Fred	Art	Credit
	Kox, Christopher J	Library Information Technology	Credit
	Laughlin, Neil T	Phys Education & Dance	Credit
+	Laughlin, Sean M	Phys Education & Dance	Credit
	Lee, Quinci S	Counseling New Students	Credit
	Lee, Susie K	English As a Second Language	NonCredit
	Lee, Wayne C	English As a Second Language	NonCredit
	Lindeboom, Robert T	English As a Second Language	NonCredit
	Liu, Debra R	English As a Second Language	NonCredit
+	Lo, Suzanne J	Library Services	Credit
	Lombardi, Susanna	Art	Credit
	Louie, Van	English As a Second Language	NonCredit
+	Luana, . .	Phys Education & Dance	Credit
+	Lucarelli, Adam J	Phys Education & Dance	Credit
	Lucas-Clark, Joyce E.	Earth Sciences	Credit
	Manukova, Sophia Arcad	English As a Second Language	NonCredit

TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC
EMPLOYEES: General Fund, Unrestricted

Maresca, Natasha R	Foreign Student Advising	Credit
Marinoff, Joani Ellen	Health Science	Credit
McCarthy, Monica R	Counseling New Students	Credit
Menendez, Thomas	Castro/Valencia	Credit
Miller, Robert	English As a Second Language	NonCredit
Moghtanei, Abbas	Computer Science	Credit
Mueller, Gerald A	Music	Credit
Murphy, Deborah S	English As a Second Language	NonCredit
Neumann, Robert J	English As a Second Language	NonCredit
Nguyen, Chau B	English As a Second Language	NonCredit
Niosi, Andrea E.	Library Services	Credit
Obenchain, Cynthia	Counseling International Study	Credit
Osborne, Marie J	Counseling New Students	Credit
Padua, Joseph H	Counseling New Students	Credit
Parker, James	English As a Second Language	NonCredit
Pearson, Sharon S	Art	Credit
Philhour, Byron J	Astronomy	Credit
Platford, Olivia	English As a Second Language	NonCredit
Quintana, Alejandro F	English As a Second Language	NonCredit
Raber, Melissa Ana	English As a Second Language	NonCredit
Reichman, Linda K	English As a Second Language	NonCredit
Reppun, Diane J	Phys Education & Dance	Credit
Reppun, Susan M	Phys Education & Dance	Credit
Restivo, Douglas	Art	Credit
Rincon, Dory P	Health Care Technology	Credit
Rittenhouse, Amanda A	Health Science	Credit
Roake, Anne Marie	Phys Education & Dance	Credit
Roberts, David M	Phys Education & Dance	Credit
Robinson, Mark D	Phys Education & Dance	Credit
Romano, Lisa C.	Counseling New Students	Credit
Rosenthal, Nadine	Learning Assistance	Credit
Rothe, Marianne	English As a Second Language	NonCredit
Rudolph, Linda J	English As a Second Language	NonCredit
Rush, George M	Phys Education & Dance	Credit
Saginor, Karen	Library Services	Credit
Schuricht, Robert N	English As a Second Language	NonCredit
Schwartz, Marvin L	English As a Second Language	NonCredit
Selleck, Denise F	English As a Second Language	NonCredit
Shanahan, Maureen	Health Care Technology	Credit
Shaw, Deborah A	Theater Arts	Credit
Shore, Elisa	English As a Second Language	NonCredit
Siebert, Richard H	English As a Second Language	NonCredit
Sparks, Jack D.	Counseling New Students	Credit
Springer, Patrick A	Phys Education & Dance	Credit
Staff, Coni D	Phys Education & Dance	Credit
Stewart, Elizabeth W	Learning Assistance	Credit
Stoffers, Peter L	Counseling New Students	Credit
Strasser, Dharma C	Art	Credit
Streckfuss, Jeanne W	Phys Education & Dance	Credit
Stuart, John	Computer Science	Credit
Sung, Shirley	English As a Second Language	NonCredit

	Szombathy, Agnes L	Library Services	Credit
	Tai, Julia M	English As a Second Language	NonCredit
	Thompson, Gene	English As a Second Language	NonCredit
	Thormann, David G	English As a Second Language	NonCredit
+	Thornton, Kyle Richard	Diagnostic Medical Imaging	Credit
	Tom, Janet	Library Services	Credit
	Townsell, Frank V	Music	Credit
	Tran, Marlene	English As a Second Language	NonCredit
	Truong, Nina M	Counseling New Students	Credit
+	Valentine, Alexander M	Library Services	Credit
	Valiente, Herving	Counseling New Students	Credit
	Vanoncini, John C.	Phys Education & Dance	Credit
+	Vitorelo, Joan C	Counseling International Study	Credit
	Webster, Carlos	Counseling New Students	Credit
	Wesley, Jacquelene	Phys Education & Dance	Credit
	Wiley, Helen L	Library Services	Credit
	Wilk, John R	Theater Arts	Credit
+	Wong, Jamie Miye	Phys Education & Dance	Credit
	Wong, Jones D	English As a Second Language	NonCredit
+	Wong, Paul	Counseling International Study	Credit
	Ye, Irene Z	English As a Second Language	NonCredit
	Yeung, Ellen L	English As a Second Language	NonCredit
+	Yim, Leslie K	Radiologic & Imaging Technolgy	Credit
	Young, Annie M	Library Services	Credit
	Zhang, Roger	English As a Second Language	NonCredit

G1 Summer 2003: 186

Total for G1: 206

RESOLUTION 030529-G2

TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC EMPLOYEES: General Fund, Restricted

RESOLVED: That the following named persons be appointed to temporary part-time academic assignments for the semester, department and restricted program shown. Employment is contingent upon funds available in the applicable restricted program. Employment is contingent upon adequate class enrollment, possession of applicable minimum qualifications and/or applicable credential, tuberculosis clearance, assignment availability under Article 13-1 of the AFT contract and completion of all District documents necessary to establish eligibility for appointment. Salary shall be in accordance with the appropriate instructional/non-instructional rates as provided by Article 20 of the AFT contract. Total assignments for temporary part-time academic employees shall not exceed 60% of the hours per week considered a full-time assignment for regular employees having comparable duties. Total overload/extra pay assignments for full-time academic employees shall be in accordance with the relevant provisions of the appropriate bargaining contracts and the City College of San Francisco Faculty Handbook.

SPRING 2003

(+: Full-time overload/extra pay)
(*: New hourly academic employee)

	Name	Department	Grant	Division
-	Johnson, Paul L	Disabled Stud Prog & Services	Disabled Student Excess Cost 01-02	Credit
	Parenteau, Muriel L	Disabled Stud Prog & Services	Disabled Student Excess Cost 02-03	Credit

G2 Spring 2003: 2

SUMMER 2003

(+: Full-time overload/extra pay)
(*: New hourly academic employee)

	Name	Department	Grant	Division
	Chuck, Terence Albert	Disabled Stud Prog & Services	Disabled Student Excess Cost 02-03	Credit
	Griffin, Bernice Y	Extended Oppo Prog & Services	EOPS Part A, B, & C 02-03	Credit
	Guiuan, Antonio S	Extended Oppo Prog & Services	EOPS Part A, B, & C 02-03	Credit
-	Hom, Grace	Matriculation	Matriculation-Credit 02-03	Credit
-	Hom, Grace	Matriculation	Matriculation - Credit	Credit
	Jenkins, Alvin	Extended Oppo Prog & Services	EOPS Part A, B, & C 02-03	Credit
-	Johnson, Paul L	Disabled Stud Prog & Services	Disabled Student Excess Cost 02-03	Credit
	Magalong, Philip V	Disabled Stud Prog & Services	Disabled Student Excess Cost 02-03	Credit
	Michelucci, Mabel L	Extended Oppo Prog & Services	EOPS Part A, B, & C 02-03	Credit
-	Obenchain, Cynthia	Matriculation	Matriculation - Credit	Credit
-	Obenchain, Cynthia	Matriculation	Matriculation-Credit 02-03	Credit
-	Sparks, Jack D.	Matriculation	Matriculation-Credit 02-03	Credit
+	Sparks, Jack D.	Matriculation		Credit

G2 Summer 2003: 13

Total for G2: 15

Total Records: 224

030529 – G3
Full-Time
First Year
Contract

RESOLVED: That on the effective dates indicated, the following named academic employees be appointed as full-time faculty. Appointment shall be contingent upon verification of satisfactory physical examination, a tuberculosis clearance, and completion of appropriate District documents. Salary shall be in accordance with the current salary schedule (Contract and Regular faculty):

NAME	DEPARTMENT/CAMPUS	STATUS	REPLACEMENT FOR	EFFECTIVE DATES
LANGMO, Tore	English / Various	First Year Contract	Stacy Cerwin U-7512-1120-1500-C FF9987	08/14/03
WILLIAMS, Jessica	Social Sciences / Phelan	First Year Contract	Susan Rouder U-7342-1120-2200-C FF9778	08/14/03
WONGPRASERT, Tanichya	English / Various	First Year Contract	Anthony Woods U-7512-1120-1500-C FF9643	08/14/03

030529 – G4
Full-Time Temporary

RESOLVED: That on the effective dates indicated, the following named academic employees be appointed as full-time temporary (long-term substitute) faculty. Appointment shall be contingent upon verification of satisfactory physical examination, a tuberculosis clearance, and completion of appropriate District documents. Salary shall be in accordance with the current salary schedule.

NAME	DEPARTMENT/CAMPUS	STATUS	REPLACEMENT FOR	EFFECTIVE DATES
SKLAR, David	Mathematics / Phelan	Full-Time Temporary (Long-Term Substitute)	Guy de Primo U-5120-1129-6010-C FS9999	08/14/03 – 12/19/03

030529 – G5
Academic Employees Temporary Appts Tenure Review

RESOLVED: That resolution 030227-G3, Academic Employees Temporary Appts Tenure Review, for the period January 14, 2003 through May 23, 2003, be amended in part to show the following:

NAME	CHANGE HOURS FROM: (January)	TO: (May)	ADD	DEPT	PROGRAM
Caldwell, Mary			9	BUS	7421
Duckworth, Matthew	0	18		ENGL	7512
Mayorga, Elsa	17	34		TRAN	7347

030529 – G6
Leave of Absence

RESOLVED: That for the effective dates shown the following named academic personnel be granted leave of absence:

NAME	DEPARTMENT/CAMPUS	CONTRACT SECTION		EFFECTIVE DATES
Ergun, Marilu	ESL/Mission	17.P	20%	08/18/03 - 05/26/04

030529 – G7
Amendment to Resolution

RESOLVED: That Resolution 030327 – G6, Amendment to Resolution (Amending Resolution 020530-G11, Reduced Workload Pre-Retirement Reduction), be amended in part to show the following:

NAME	DEPARTMENT/CAMPUS	TERMS OF DUTY	EFFECTIVE DATES
CHANGE FROM:			
Davis, Patricia Jan	Learning Assistance/Ocean	Work 60% every Fall and 40% every Spring for 1 year (Fall 2002 through Spring 2003); work 40% every Fall and 60% every Spring for 9 years (Fall 2003 through Spring 2012)	Fall 2002 through Spring 2012
CHANGE TO:			
Davis, Patricia Jan	Learning Assistance/Ocean	Work 60% every Fall and 40% every Spring for 1 year (Fall 2002 through Spring 2003); ***CANCEL CHANGE PER EMPLOYEE DUE TO RETIREMENT***	Fall 2002 through Spring ***2003***

030529 – G8
Reduced Workload Pre-Retirement Reduction

RESOLVED: That the Academic Year indicated the following academic personnel be granted Reduced Workload - Pre-Retirement Reduction status at City College of San Francisco, subject to receipt of approval from the State Teachers' Retirement System, as follows:

NAME	DEPARTMENT/CAMPUS	TERMS OF DUTY	EFFECTIVE DATES
Songco, Warlita B.	LVN/John Adams	Work 86% every Fall and Spring	Fall 2003 through Spring 2013

030529 – G9

Department Chairperson Stipends 2003-2004

RESOLVED: That the following named supervisors be assigned additional responsibilities during the Academic year 2003-2004; payment for these responsibilities shall be the stipend amount indicated for the academic year and pro-rated to the days served.

NAME	DEPARTMENT	STEP	STIPEND
Alioto, Darlene	Social Sciences	7	9,059.00
Baird, Roger	Art	3	5,924.00
Batty-Sylvan, John	English	1	6,970.00
Berthold, Tim	Health Science	1	5,227.00
Blair, Thomas	Foreign Languages	1	6,970.00
Boegel, Tom	Computer Science	1	6,970.00
Brown, Brenda	Counseling - New Student	1	5,227.00
Brown, Steven	Environmental Horticulture and Floristry	1	1,743.00
Brownsey, Maureen (Fall only)	Gay, Lesbian, and Bisexual Studies	1	1,743.00
Cabral, Barbara	Interdisciplinary Studies	6	3,546.00
Chavaria, Frederick	Latin-American Studies	2	2,091.00
Clark, Sunny	Student Health Services	7	5,574.00
Collins, Susan	Theater Arts	5	3,198.00
Dawydiak, Cecile	Nursing	7	7,316.00
Diaz, Jorge	Aeronautics	4	4,529.00
Duggan, James Bradley	Physical Education and Dance	7	9,059.00
Fa, Angelina	Asian-American Studies	7	3,894.00
Fong, May	Consumer Education	7	5,574.00
Fong, Raymond	Chemistry	1	3,484.00
Gonzales, Juan	Journalism	7	3,894.00
Guichard, Margaret	Health Care Technology	7	7,316.00

030529 – G9 (Cont.)
Department Chairperson Stipends 2003-2004

RESOLVED: That the following named supervisors be assigned additional responsibilities during the Academic year 2003-2004; payment for these responsibilities shall be the stipend amount indicated for the academic year and pro-rated to the days served.

NAME	DEPARTMENT	STEP	STIPEND
Hamilton, Ed	Culinary Arts and Hospitality Studies	7	5,574.00
Hess, Darrel	Earth Sciences	7	3,894.00
Hoenisch, Charles	Administration of Justice/Fire Science	7	5,574.00
Hom, Calvin	Biological Sciences	2	7,318.00
Jenkins, Alvin	Extended Opportunity Programs and Services	3	4,181.00
Jew, Carl	Counseling - Transfer Student	1	1,743.00
Johnson, Paul	Disabled Students Program and Services	2	5,575.00
Kao, Lancelot	Astronomy	3	2,501.00
Kox, Christopher	Library Information Technology	3	2,501.00
Law, Joshua	Asian Studies	1	1,743.00
Leber, Lorraine	Graphic Communications	2	3,834.00
Lum, Jerry	Architecture	4	2,850.00
Macri, Ben	Automotive/Trade Skills	1	5,227.00
McAllister, Keith	Mathematics	7	9,059.00
McAteer, Robert	Photography	4	4,529.00
McKnight, Lindy	Counseling - Continuing Student	1	5,227.00
Nance, Glenn	African-American Studies	7	3,894.00
Nelson, Anna	Dental Assisting	7	3,894.00
Oldham, Mary	Business	2	7,318.00
Paz, Leo	Philippine Studies	7	3,894.00
Podenski, Francine	Broadcast Electronic Media Arts	7	3,894.00

030529 – G9 (Cont.)

Department Chairperson Stipends 2003-2004

RESOLVED: That the following named supervisors be assigned additional responsibilities during the Academic year 2003-2004; payment for these responsibilities shall be the stipend amount indicated for the academic year and pro-rated to the days served.

NAME	DEPARTMENT	STEP	STIPEND
Quadra, Indiana	Career Development and Placement Center	3	2.501.00
Rico, Stephen	Child Development and Family Studies	7	7.316.00
Rosenthal, Nadine	Learning Assistance	7	5,574.00
Saniee, Fariborz	Engineering and Technology (Welding)	7	5.574.00
Seymour, Sharon	English as a Second Language	6	9.582.00
Shardlow, George	Behavioral Sciences	6	6,968.00
Shields, Bill	Labor Studies	7	3,894.00
Simon, Leslie	Women's Studies	2	2,091.00
Thornton, Kyle	Diagnostic Medical Imaging/Radiologic Oncology Technologies	1	1,743.00
Torres, Chita	Vocational Nursing	2	5,575.00
Wilner, Lorraine	Fashion	2	3,834.00
Wong, Paul	Counseling - International Student	1	1,743.00
Yee, David	Physics	5	4,878.00

CITY COLLEGE OF SAN FRANCISCO
50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

H1

DATE: May 29, 2003

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: Academic Employees
Credit Program/Non-Credit Program
Categorically Funded
City College of San Francisco
(Resolutions 030529-H1)

BACKGROUND INFORMATION:

Resolutions 030529-H1 cover categorically funded temporary academic employees appointments and/or other related personnel transactions pursuant to the provision of California Education Code #87470. All Appointments are classified as temporary, when services are required and funds are provided. Board of Trustees approval is required.

The following resolutions are recommended for adoption.

Clara Starr, Originator

BOARD OF TRUSTEES
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DR. PHILIP R. DAY, JR., CHANCELLOR

RESOLUTION 030529-H1 TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC EMPLOYEES: Categorically Funded.

RESOLVED: That the following named persons be appointed to temporary part-time academic assignments for the semester, department and grant shown. Employment is pursuant to Education Code section 87470 and contingent upon funds available in the applicable Grant/Contract. Employment is contingent upon adequate class enrollment, possession of applicable required minimum qualifications and/or applicable credential, tuberculosis clearance, assignment availability under Article 13-1 of the AFT contract and completion of all District documents necessary to establish eligibility for appointment. Salary shall be in accordance with the appropriate instructional/non-instructional rates as provided by Article 20 of the AFT contract. Total assignments for temporary part-time faculty shall not exceed 60% of the hours per week considered a full-time assignment for regular employees having comparable duties. Total overload/extra pay assignments shall be in accordance with the relevant provisions of the appropriate bargaining contract and the City College of San Francisco Faculty Handbook.

SPRING 2003

(+: Full-time overload/extra pay)
(*: New hourly academic employee)

	Name	Department	Grant	Division
	Auyeung, Mabel K	Child Dev. & Family Studies	SFDCYF-Child Care Law Center	Credit
	Bibliowicz, Morris Z	Teachers' Resource Center	ABE 321 Workforce Investment 02-03	Credit
	Burt, Tracy C	Child Dev. & Family Studies	Ca Early Childhd Mentor 02-03	Credit
	Chan, Frances C.	Health Care Technology	WTW/Pic Caregiver Training	NonCredit
*	Chin, Tina W	English As a Second Language Learni	English Literacy & Civic Ed Grnt Y2	Credit
+	Chin, Tina W	Mentoring & Service Learning	USDE/Tempe Project Shine 02-03	Credit
*	Chung, Catherine C	English As a Second Language	English Literacy & Civic Ed Grnt Y2	Credit
+	Cornejo, Lynda M	Mentoring & Service Learning	USDE/Tempe Project Shine 02-03	Credit
	Curl, Diana E	Child Dev. & Family Studies	Children Council-Mayor's Office	Credit
	Datz, Alison M	Teachers' Resource Center	ABE 321 Workforce Investment 02-03	Credit
+	Dawson, Robert M	Mentoring & Service Learning	USDE/Tempe Project Shine 02-03	Credit
	Donovan, Sharon Mari	Child Dev. & Family Studies	SFDCYF-Child Care Law Center	Credit
+	Duncan, Yvonne F	Mentoring & Service Learning	USDE/Tempe Project Shine 02-03	Credit
	Glines, Emily C	Counseling New Students	Americorp TRDP 02-03	Credit
	Glines, Emily C	Counseling New Students	Americorp ECEL 02-03	Credit
	Glines, Emily C	Counseling New Students	Americorp TRDP 02-03	NonCredit
	Glines, Emily C	Counseling New Students	Americorp ECEL 02-03	Credit
	Guillen-Nunez, Edith	Contract Education	SFDHS-Edgewood Training 02-03	NonCredit
	Hasib, Shama T	Mentoring & Service Learning	USDE/Tempe Project Shine 02-03	Credit
*	Ho, Karen	Counseling New Students	FSS/TRDP Y3 CT#01-0137-004	Credit
	Hovanesian, Suzanne A.	Teachers' Resource Center	ABE 321 Workforce Investment 02-03	Credit
	Ikeda, Vivian S	English As a Second Language	English Literacy & Civic Ed Grnt Y2	Credit
	Jacobson, Sara E	English As a Second Language	English Literacy & Civic Ed Grnt Y2	Credit
*	Johnson, Gregory A	Vocational Education	Vatea T1A-BARC-Ph3 SFBay Career	Credit
*	Kramer, Leslie H	Mentoring & Service Learning	USDE/Tempe Project Shine 02-03	Credit
+	Kuizenga, Elizabeth	Mentoring & Service Learning	USDE/Tempe Project Shine 02-03	Credit
+	Lee, Maggie M	English As a Second Language	English Literacy & Civic Ed Grnt Y2	Credit
+	Lee, Maggie M	Mentoring & Service Learning	USDE/Tempe Project Shine 02-03	Credit
+	Lee, Thomas	English As a Second Language	English Literacy & Civic Ed Grnt Y2	Credit
+	Lee, Thomas	Mentoring & Service Learning	USDE/Tempe Project Shine 02-03	Credit
	Liu, Debra R	English As a Second Language	English Literacy & Civic Ed Grnt Y2	Credit
+	Lopez, Susan Lodg	Mentoring & Service Learning	USDE/Tempe Project Shine 02-03	Credit
	Lyau, Pamela W	Phys Education & Dance	ECO-CFE 02-03 CT#01-305-002	Credit
	Owyang, Gregory K	Contract Education	SFDHS-Edgewood Training 02-03	NonCredit

RESOLUTION 030529-H1

TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC EMPLOYEES: Categorically Funded.

	Parcell, Celeste J	Career Link	SF Assessment Center	Credit
+	Peterson, Sara T	Mathematics	NSF-Math Modules 2 Years	Credit
	Porras, Gladys	Health Care Technology	WTW/Pic Caregiver Training	NonCredit
	Rico, Stephen M	Child Dev. & Family Studies	Children Council-Mayor's Office	Credit
	Rico, Stephen M	Contract Education	SFDHS-Edgewood Training 02-03	Credit
	Romano, Lisa C.	Child Dev. & Family Studies	FSS/TRDP Y3 CT#01-0137-004	Credit
	Schott, Stuart S	Transitional Studies	ABE 321 Workforce Investment 02-03	Credit
	Secto, Big-Qu C	Mentoring & Service Learning	USDE/Tempe Project Shine 02-03	Credit
	Secto, Big-Qu C	English As a Second Language	English Literacy & Civic Ed Grnt Y2	Credit
	Siegel, Robert	Mentoring & Service Learning	USDE/Tempe Project Shine 02-03	Credit
	Tong, Dorleen	Mentoring & Service Learning	USDE/Tempe Project Shine 02-03	Credit
	Tong, Dorleen	English As a Second Language	English Literacy & Civic Ed Grnt Y2	Credit
	Tsang, Simon	Mentoring & Service Learning	USDE/Tempe Project Shine 02-03	Credit
	Tsang, Simon	English As a Second Language	English Literacy & Civic Ed Grnt Y2	Credit
	Vogt, Lee Arno	Teachers' Resource Center	ABE 321 Workforce Investment 02-03	Credit
	Wang, Elaine M	English As a Second Language	English Literacy & Civic Ed Grnt Y2	Credit
	Whiteside, Anne	Mentoring & Service Learning	USDE/Tempe Project Shine 02-03	Credit
	Wolf-Prusan, Rebecca J	Career Link	SF Assessment Center	Credit
+	Wong, Anna Q	Mentoring & Service Learning	USDE/Tempe Project Shine 02-03	Credit

H1 Spring 2003: 53

SUMMER 2003

(+: Full-time overload/extra pay)
(*: New hourly academic employee)

Name	Department	Grant	Division
Alexander, Horace V	Affirmative Action	AB1725 Staff Diversity 02-03	Credit
Belbin, Charles Lynw	Mentoring & Service Learning	USDE/Tempe Project Shine 02-03	Credit
Bell, Rosalyn Elai	Child Dev. & Family Studies	State Preschool Full Day 02-03	Credit
Buford, Sylvia Y	Child Dev. & Family Studies	F & KCE 02-03	Credit
Cham, James F	Mentoring & Service Learning	USDE/Tempe Project Shine 02-03	Credit
Chan, Andrew K	English As a Second Language	English Literacy & Civic Ed Grnt Y2	Credit
Chapuis, Dominique	English As a Second Language	English Literacy & Civic Ed Grnt Y2	Credit
Chin, Eddie Y	Mentoring & Service Learning	USDE/Tempe Project Shine 02-03	Credit
Edwardson, Lawrence H	Mentoring & Service Learning	USDE/Tempe Project Shine 02-03	Credit
Elzie, Andrea B	Child Dev. & Family Studies	Orfalea Family Foundation	Credit
Guichard, Margaret	Vocational Education	Vatea IIIE Tech Prep 02-03	Credit
Guo, Sujuan	Mentoring & Service Learning	USDE/Tempe Project Shine 02-03	Credit
Guo, Sujuan	English As a Second Language	English Literacy & Civic Ed Grnt Y2	Credit
Helmy, Anna-Lisa	English As a Second Language	English Literacy & Civic Ed Grnt Y2	Credit
Hoffman, Camille S	English As a Second Language	English Literacy & Civic Ed Grnt Y2	Credit
Huot, Bophany L	Mentoring & Service Learning	USDE/Tempe Project Shine 02-03	Credit
Kaplan, Gregory E	Mentoring & Service Learning	USDE/Tempe Project Shine 02-03	Credit
Kearsley, Jeanne	English As a Second Language	English Literacy & Civic Ed Grnt Y2	Credit
Lardie, Rayne N	Mentoring & Service Learning	USDE/Tempe Project Shine 02-03	Credit
Lee, Wayne C	English As a Second Language	English Literacy & Civic Ed Grnt Y2	Credit
Manukova, Sophia Arca	English As a Second Language	English Literacy & Civic Ed Grnt Y2	Credit
Manukova, Sophia Arca	Mentoring & Service Learning	USDE/Tempe Project Shine 02-03	Credit
Martini, Diane Chri	Child Dev. & Family Studies	State Preschool Full Day 02-03	Credit
Meunier-Fiebelkorn, Murie	Child Dev. & Family Studies	Orfalea Family Foundation	Credit
Nguyen, Chau B	Mentoring & Service Learning	USDE/Tempe Project Shine 02-03	Credit

TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC
EMPLOYEES: Categorically Funded.

Reichman, Linda K	English As a Second Language	English Literacy & Civic Ed Grnt Y2	Credit
Rollins, Cyane B	Interdisciplinary Studies	Vatea IIC 02-03	Credit
Schuricht, Robert N	Mentoring & Service Learning	USDE/Tempe Project Shine 02-03	Credit
Shore, Elisa	English As a Second Language	English Literacy & Civic Ed Grnt Y2	Credit
Sung, Shirley	English As a Second Language	English Literacy & Civic Ed Grnt Y2	Credit
Tran, Marlene	Mentoring & Service Learning	USDE/Tempe Project Shine 02-03	Credit
Trego, Roland P	English As a Second Language	Vatea IIC 02-03	Credit
Turner, Judith A.	Child Dev. & Family Studies	Orfalea Family Foundation	Credit
Ulrey, Stefanie Anne	Mentoring & Service Learning	USDE/Tempe Project Shine 02-03	Credit
Vaughn, Leslie A	Mentoring & Service Learning	USDE/Tempe Project Shine 02-03	Credit
White, Eva G	Child Dev. & Family Studies	State Preschool Full Day 02-03	Credit
White, Eva G	Child Dev. & Family Studies	F & KCE 02-03	Credit
Whittom, Susan R	Child Dev. & Family Studies	Orfalea Family Foundation	Credit
Woo, Lily L	English As a Second Language	English Literacy & Civic Ed Grnt Y2	Credit
Woo, Lily L	Mentoring & Service Learning	USDE/Tempe Project Shine 02-03	Credit
Ye, Irene Z	Mentoring & Service Learning	USDE/Tempe Project Shine 02-03	Credit
Ye, Irene Z	English As a Second Language	English Literacy & Civic Ed Grnt Y2	Credit
Yeung, Ellen L	English As a Second Language	English Literacy & Civic Ed Grnt Y2	Credit

H1 Summer 2003 43

Total for H1: 96

Total Records: 96

CITY COLLEGE OF SAN FRANCISCO
50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: May 29, 2003 **P1**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: **Policy Manual**
Notice of Intention to amend the SFCCD Policy Manual By Adding Section 7.13 - Prohibiting the Sale of Tobacco Products on City College of San Francisco Campuses.
(Resolution No. 030529-P2)

BACKGROUND INFORMATION:

No B1 Tobacco! (No On Big Industry Tobacco!) is a student-led advocacy coalition based at City College of San Francisco working to end financial ties the College holds with the tobacco industry. No B1 Tobacco! is urging City College to implement a written policy to permanently cease the sale of tobacco products on campus, and have this policy stated explicitly in CCSF's vendor policies.

NO B1 Tobacco! Is an advocacy project funded by Latino Issues Form (LIF) and the San Francisco Department of Public Health through funds received from Proposition 99.

WHEREAS: It is the mission of City College of San Francisco to create and maintain an environment for learning that promotes respect for and appreciation of scholarship, freedom, human diversity, and the cultural mosaic of the City of San Francisco and the Bay Area, and

WHEREAS: City College of San Francisco supports and promotes through research, education, policy and advocacy the heath and well-being of the CCSF community, the people of San Francisco and population around the world, without regard to race, ethnicity, age, creed, gender or sexual orientation, and

WHEREAS: City College of San Francisco stands behind the maxim emblazoned on the school, "The Truth Shall Make You Free", thus promoting education and awareness of the campus community, and

WHEREAS: Transnational tobacco companies continue to ignore and avoid reports and warnings from respected public health authorities worldwide (i.e. World Health Organization, the Centers for Disease Control) about the addictive and deadly nature of tobacco, and also continue to mislead the public concerning the hazardous affects of their products, and

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WHEREAS: A global health epidemic in tobacco use has begun, where in developed countries, smoking kills more than alcohol, AIDS, car accidents, accidents at work, all other drug (legal and illegal), murder, suicide and drowning combined, and

WHEREAS: Transnational tobacco companies, knowledgeable of the deadly health effects of tobacco and the legal consequences of illegal and unethical marketing, as brought about by litigation, have continued to market tobacco products *to all populations* via such tactics as event sponsorship, increased advertising in magazines geared towards these targeted populations, gifts of cigarettes and the raffling of prizes such as cars and vacations, particularly in poorer countries, and

WHEREAS: Transnational tobacco companies have decidedly placed profit and self beneficial trade laws before public health concerns worldwide, exemplified by their litigation against countries that have tried to impose advertising regulations to protect their public's health and their opposition to pro-health regulations in the Framework Convention on Tobacco Control, the first ever global treaty to address the global tobacco epidemic, and

WHEREAS: The single largest community targeted for marketing and advertising by transnational tobacco companies in San Francisco and around the world is the 18-24 young adult age group; and

WHEREAS: It is a purpose of the Board of Trustees of CCSF to create and implement policies that are in the best interest of the CCSF community.

San Francisco Community College District Policy Manual Section 1.05 D reads in part as follows: "Adoption of Policies. Any policy may be adopted by the Board, be amended or repealed by an affirmative vote of four members at any meeting, providing notice of said intended action has been given at a previous meeting..."

RECOMMENDATION:

RESOLVED: That notice is hereby given that the following proposed amendment to the San Francisco Community College District Policy Manual, Section 7.13, shall be acted upon at the June 26, 2003 meeting of the Board of Trustees;

That SFCCD Policy Manual Section 7.13 – Prohibiting the Sale of Tobacco Products on City College of San Francisco Campuses shall be added to read as follows: (NOTE: Additions or substitutions are indicated by ***bold italic*** and deletions are indicated by ~~strike over~~). (See the following page).

FURTHER BE IT RESOLVED: This Policy, when adopted, shall be stated in the City College of San Francisco District Policy Manual, as well as printed in the City College of San Francisco course catalogue.

Originators: Trustees Julio Ramos, Milton Marks, Lawrence Wong

PM 7.13 PROHIBITING THE SALE OF TOBACCO PRODUCTS ON CITY COLLEGE OF SAN FRANCISCO CAMPUSES

The Board of Trustees of the San Francisco Community College District hereby establishes a permanent policy prohibiting the sale of tobacco products on campus, including all campus stores and vending trucks located on City College of San Francisco property.

CITY COLLEGE OF SAN FRANCISCO
50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: May 29, 2003 **P2**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: **Policy Manual**
Notice of Intention to Amend the SFCCD Policy Manual 7.04 – Approval of Sites, Plans, and Acceptance of Buildings (Resolution No. 030529-P2)

BACKGROUND INFORMATION:

A number of issues have been raised with respect to the intent of the current policy, especially as it relates to site locations and the level of detail that the Board should approve. The proposed change in policy seeks to clarify the role of the Board in the exercise of its authority.

San Francisco Community College District Policy Manual Section 1.05 D reads in part as follows: "Adoption of Policies. Any policy may be adopted by the Board, be amended or repealed by an affirmative vote of four members at any meeting, providing notice of said intended action has been given at a previous meeting..."

RECOMMENDATION:

RESOLVED: That notice is hereby given that the following proposed amendment to the San Francisco Community College District Policy Manual 7.04 – Approval of Sites, Plans, and Acceptance of Buildings be acted upon at the June 26, 2003 meeting of the Board of Trustees.

That SFCCD Policy Manual Section 7.04 - Approval of Sites, Plans, and Acceptance of Buildings shall be amended to read as follows: (NOTE: Additions or substitutions are indicated by ***bold italic*** and deletions are indicated by ~~strike over~~.) (See following pages).

Ronald Lee, Originator

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PM 7.04 APPROVAL OF SITES, PLANS, AND ACCEPTANCE OF BUILDINGS

The Board of Trustees shall approve all sites, plans and specifications for new buildings. The Board shall approve all major repairs, alterations, additions, and maintenance work. Inspection and acceptance of new or remodeled buildings prior to occupancy and use shall be in accordance with state law.

In furtherance of this Policy, the Board shall:

1) ***Approve new Educational and Program Specifications for all new buildings and major renovations and remodeling projects;***
2) ***Approve new Educational Program Specifications for all new campuses;***
3) ***Approve specific sites for new campuses;***
4) ***Approve specific site locations within a campus and specifically the Ocean Avenue campus;***
5) ***Approve final design development phase-plans for new buildings and campuses;***
6) ***Approve the Master Plan; and***
7) ***Approve all Initial and Final Program Proposals for new facilities submitted to the state for funding.***

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Q1

DATE: May 29, 2003

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: **SETTLEMENT**
Authorizing the Administration to enter Into a Settlement Agreement and Release of All Claims Between AFT Local 2121, Frederick Hansen, and the San Francisco Community College District
(Resolution No. 030529-Q1)

BACKGROUND INFORMATION:

In order to resolve a disputed claim lodged with the District by AFT Local 2121 on behalf of Frederick Hansen, the Administration has negotiated with Frederick Hansen through his Union representative and has reached a tentative settlement. This Resolution seeks to obtain the authority of the Board of Trustees for the Administration to enter into a Settlement Agreement with AFT Local 2121 and Frederick Hansen in return for AFT Local 2121's and Frederick Hansen's release of the District from all claims, demands, grievances, further obligations and liability arising out of Frederick Hansen's employment with the District.

SHARED GOVERNANCE REVIEW:

Yes: _____; No: __X___; if yes, which committee: _____
Date of Review: _____

RECOMMENDATION:

RESOLVED: That the Board of Trustees authorizes the Administration to enter into a non-precedent-setting, one-time-only Settlement Agreement with AFT Local 2121 and Frederick Hansen in return for AFT Local 2121's and Frederick Hansen's release of the District from all claims, demands, grievances, further obligations and liability arising out of Frederick Hansen's employment with the District.

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FURTHER BE IT RESOLVED: That the terms of the Settlement Agreement and Release of All Claims Between AFT Local 2121, Frederick Hansen, and the San Francisco Community College District be consistent with the parameters of the tentative settlement between the Administration and AFT Local 2121, on behalf of Frederick Hansen.

FURTHER BE IT RESOVLED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute such Settlement Agreement and Release of All Claims Between AFT Local 2121, Frederick Hansen, and the San Francisco Community College District.

Originator: Peter Goldstein
with Steve Hale

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Q2

DATE: May 29, 2003

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: SETTLEMENT
Authorizing the Administration to enter Into a Settlement Agreement and Release of All Claims Between AFT Local 2121, Warren Wooten, and the San Francisco Community College District
(Resolution No. 030529-Q2)

BACKGROUND INFORMATION:

In order to resolve a disputed claim lodged with the District by AFT Local 2121 on behalf of Warren Wooten, the Administration has negotiated with Warren Wooten through his Union representative and has reached a tentative settlement. This Resolution seeks to obtain the authority of the Board of Trustees for the Administration to enter into a Settlement Agreement with AFT Local 2121 and Warren Wooten in return for AFT Local 2121's and Warren Wooten's release of the District from all claims, demands, grievances, further obligations and liability arising out of Warren Wooten's employment with the District.

SHARED GOVERNANCE REVIEW:

Yes: _____; No: __X___; if yes, which committee: _____
Date of Review: _____

RECOMMENDATION:

RESOLVED: That the Board of Trustees authorizes the Administration to enter into a non-precedent-setting, one-time-only Settlement Agreement with AFT Local 2121 and Warren Wooten in return for AFT Local 2121's and Warren Wooten's release of the District from all claims, demands, grievances, further obligations and liability arising out of Warren Wooten's employment with the District.

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FURTHER BE IT RESOLVED: That the terms of the Settlement Agreement and Release of All Claims Between AFT Local 2121, Warren Wooten, and the San Francisco Community College District be consistent with the parameters of the tentative settlement between the Administration and AFT Local 2121, on behalf of Warren Wooten.

FURTHER BE IT RESOVLED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute such Settlement Agreement and Release of All Claims Between AFT Local 2121, Warren Wooten, and the San Francisco Community College District.

Originator: Peter Goldstein
with Steve Hale

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Q3

DATE: May 29, 2003

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: SETTLEMENT
Authorizing the Administration to enter Into a Settlement Agreement and Release of All Claims Between AFT Local 2121, Joseph Estupinian, and the San Francisco Community College District
(Resolution No. 030529-Q3)

BACKGROUND INFORMATION:

In order to resolve a disputed claim lodged with the District by AFT Local 2121 on behalf of Joseph Estupinian, the Administration has negotiated with Joseph Estupinian through his Union representative and has reached a tentative settlement. This Resolution seeks to obtain the authority of the Board of Trustees for the Administration to enter into a Settlement Agreement with AFT Local 2121 and Joseph Estupinian in return for AFT Local 2121's and Joseph Estupinian's release of the District from all claims, demands, grievances, further obligations and liability arising out of Joseph Estupinian's employment with the District.

SHARED GOVERNANCE REVIEW:

Yes: _____; No: __X__; if yes, which committee: _____
Date of Review: _____

RECOMMENDATION:

RESOLVED: That the Board of Trustees authorizes the Administration to enter into a non-precedent-setting, one-time-only Settlement Agreement with AFT Local 2121 and Joseph Estupinian in return for AFT Local 2121's and Joseph Estupinian's release of the District from all claims, demands, grievances, further obligations and liability arising out of Joseph Estupinian's employment with the District.

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FURTHER BE IT RESOLVED: That the terms of the Settlement Agreement and Release of All Claims Between AFT Local 2121, Joseph Estupinian, and the San Francisco Community College District be consistent with the parameters of the tentative settlement between the Administration and AFT Local 2121, on behalf of Joseph Estupinian.

FURTHER BE IT RESOVLED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute such Settlement Agreement and Release of All Claims Between AFT Local 2121, Joseph Estupinian, and the San Francisco Community College District.

Originator: Peter Goldstein
with Steve Hale

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Q4

DATE: May 29, 2003

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: SETTLEMENT
Authorizing the Administration to enter Into a Settlement Agreement and Release of All Claims Between AFT Local 2121, David A. Miller, and the San Francisco Community College District
(Resolution No. 030529-Q4)

BACKGROUND INFORMATION:

In order to resolve a disputed claim lodged with the District by AFT Local 2121 on behalf of David A. Miller, the Administration has negotiated with David A. Miller through his Union representative and has reached a tentative settlement. This Resolution seeks to obtain the authority of the Board of Trustees for the Administration to enter into a Settlement Agreement with AFT Local 2121 and David A. Miller in return for AFT Local 2121's and David A. Miller's release of the District from all claims, demands, grievances, further obligations and liability arising out of David A. Miller's employment with the District.

SHARED GOVERNANCE REVIEW:

Yes: _____; No: __X__; if yes, which committee: _____
Date of Review: _____

RECOMMENDATION:

RESOLVED: That the Board of Trustees authorizes the Administration to enter into a non-precedent-setting, one-time-only Settlement Agreement with AFT Local 2121 and David A. Miller in return for AFT Local 2121's and David A. Miller's release of the District from all claims, demands, grievances, further obligations and liability arising out of David A. Miller's employment with the District.

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FURTHER BE IT RESOLVED: That the terms of the Settlement Agreement and Release of All Claims Between AFT Local 2121, David A. Miller, and the San Francisco Community College District be consistent with the parameters of the tentative settlement between the Administration and AFT Local 2121, on behalf of David A. Miller.

FURTHER BE IT RESOVLED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute such Settlement Agreement and Release of All Claims Between AFT Local 2121, David A. Miller, and the San Francisco Community College District.

Originator: Peter Goldstein
with Steve Hale

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DATE: May 29, 2003 **S1**

TO: Board of Trustees

FROM: Dr. Philip Day, Jr., Chancellor

SUBJECT: **SPECIAL**
Establishing policies and approving the total educational program of the San Francisco Community College District as described in the 2003-04 College Catalog
(Resolution No. 030529 – S1)

BACKGROUND INFORMATION:

The Education Code Section 72283 provides that the Board of Trustees shall establish policies for, and approve, the total educational program of the community college district.

Modifications to the educational program made during the 2002-03 academic year will be reflected in the 2003-04 college catalog. Actions of the College Curriculum Committee have been provided to the members of the Board of Trustees at the end of each academic semester. These include additions, revisions, deletions and deactivations of courses and programs.

All of the additions, revisions, deletions and deactivations reported to the Board appear in the 2003-04 college catalog.

RECOMMENDATION:

RESOLVED: The 2003-04 City College of San Francisco Catalog which sets forth the General Regulations and the Educational Program of the City College of San Francisco, shall be approved by the Board of Trustees of the San Francisco Community College District.

Brian Ellison, Originator

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DATE: May 29, 2003 **S2**

TO: Board of Trustees

FROM: Dr. Philip Day, Jr., Chancellor

SUBJECT: SPECIAL
Approval of new courses recommended by the College Curriculum Committee (01/29/03 – 05/14/03).
(Resolution No. 030529 – S2)

BACKGROUND INFORMATION:

Board Policy 6.03 provides that "all associate degree credit courses, nondegree credit courses and noncredit courses are to be recommended by the College Curriculum Committee which is established in accordance with state law. Any courses which are properly recommended may be implemented only after the recommendation is adopted by the Board of Trustees."

Since January 29, 2003, the College Curriculum Committee has approved 39 new courses. A list of these courses is attached to this resolution. Board of Trustees approval is sought so that the college may offer these courses.

RECOMMENDATION:

RESOLVED: That the attached list of new courses approved by the College Curriculum Committee between January 29, 2003 and May 14, 2003 is hereby approved by the Board of Trustees of the San Francisco Community College District.

Brian E. Ellison, Originator

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DATE: May 29, 2003 **S3**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: **SPECIAL**
Requesting that the Board of Administration, California Public Employees' Retirement System, Authorize the San Francisco Community College District to Divide Its Present Retirement System for Purposes of Medicare Coverage
(Resolution No. 030529 – S3)

SHARED GOVERNANCE REVIEW:

Yes:_____; No:__X___; if yes, which committee: _____
Date of Review: _____

RECOMMENDATION:

WHEREAS: The San Francisco Community College District, hereinafter designated as "Public Agency," desires to establish a "deemed" retirement system pursuant to Section 218(d)(6) of the Federal Social Security Act composed of positions of members of the State Teachers' Retirement System, hereinafter designated as "Present Retirement System," desiring "Medicare Only" coverage, and to include services performed by individuals employed by the Public Agency in positions covered by said "deemed" retirement system, as members of a coverage group established by Section 218(d)(4) of said Act, in the California State Social Security Agreement of March 9, 1951, providing for the coverage of public employees under the insurance system established by said Act as amended; and

WHEREAS: State and Federal law and regulations require, as a condition of such coverage, that Division be authorized by the Board of Administration, California Public Employees' Retirement System; and

WHEREAS: It is necessary that the "Public Agency" now designate any services which it desires to exclude from coverage with respect to such coverage group under said insurance system; and

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WHEREAS: It is necessary for the Public Agency to set forth the modification, if any, of the benefits and contributions under the Present Retirement System that may result from coverage under the said insurance system with respect to such coverage group;

NOW, THEREFORE, BE IT RESOLVED: That the Board of Administration, California Public Employees' Retirement System, be and hereby is requested to authorize the foregoing Division; and

BE IT FURTHER RESOLVED: That upon receipt of authorization from the Board of Administration a Division shall be conducted in accordance with the requirements of Section 218(d) of the Social Security Act, and applicable State and Federal laws and regulations; that each eligible member of the Present Retirement System at the time of the Division shall be furnished a form to permit the member to elect whether his/her services should be excluded from or included under the said California State Social Security Agreement as hereinbefore provided; with such "Medicare Only" coverage effective as to services performed on and after_____[***determine date and insert same***]; and

BE IT FURTHER RESOLVED: That the following services with respect to said coverage group of the Public Agency shall be excluded from coverage under said agreement:

1. All Services excluded from coverage by section 218 of the Social Security Act; and
2. Services excluded by option of the Public Agency (Check only one part fill in part b if it is checked):
 __X__ a. No optional exclusions desired
 _____ b. Service performed:

BE IT FURTHER RESOLVED: That with respect to the said coverage group the benefits and contributions of the Present Retirement System shall not be modified in any way; and

BE IT FURTHER RESOLVED: That notice of the Division shall be given to members of the Present Retirement System not less than ninety days prior to the date of the Division; provided, however, that notice shall be given to employees becoming members of the Present Retirement System after the date of such notice up to and including the date of the Division on the date on which they attain membership in the system; and that Dr. Philip R. Day, Jr., Chancellor, or his designee, Peter Goldstein, Vice Chancellor, is hereby designated and appointed as the Local Division Officer to

conduct such Division on behalf of the Public Agency in accordance with law, regulations, and this resolution, including the fixing of the date and the giving of proper notice thereof to members of the Present Retirement System and to all such eligible employees; and

BE IT FURTHER RESOLVED: That the Public Agency will pay and reimburse the State at such time and in such amounts as may be determined by the State the approximate cost of any and all work and services relating to such Division.

Dr. Anita Grier, President, Board of Trustees (Presiding Officer)
San Francisco Community College District (Official Name of Public Agency)

Originator: Peter Goldstein
with Steve Hale

CITY COLLEGE OF SAN FRANCISCO
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DATE: May 29, 2003 **S4**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: **SPECIAL**
Honorable Board of Trustees of the San Francisco Community College District expresses its heartfelt appreciation for the many contributions of Frances F. Lee on the occasion of her retirement.
(Resolution No. 030529-S4)

BACKGROUND INFORMATION:

WHEREAS: Frances F. Lee has been a consistent and devoted leader in the San Francisco Asian American Community, having served on the Board of Directors of Chinese for Affirmative Action for the past 19 years and other various local boards throughout her career; and

WHEREAS: Frances F. Lee has dedicated her career in community service and social services having worked as a social worker and program director for nonprofit organizations such as International Institute of San Francisco and the Chinese Newcomers Service Center; and

WHEREAS: Frances F. Lee has demonstrated a commitment to furthering her knowledge and skills by successfully completing a certificate for participating at the prestigious Institute for Educational Management (IEM) at Harvard University; and

WHEREAS: Frances F. Lee has pursued with vigor the examination of cross-cultural issues, having traveled extensively to the People's Republic of China, Mongolia, Cuba and Israel; and

WHEREAS: Frances F. Lee has shown her unwavering support to students of color by supporting programs such as the African American Scholastic Programs; and

WHEREAS: Frances F. Lee has shown tremendous leadership in her career at City College of San Francisco, having led to the establishment of the Chinatown/North Beach Campus; and

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DR. PHILIP R. DAY, JR., CHANCELLOR

WHEREAS: Frances F. Lee's leadership and management skills led her to promotion to Vice Chancellor of Academic Affairs (Provost), the chief instructional officer of one of the largest community colleges in the world; and now, in view of her retirement, to be designated as Vice Chancellor Emeritus; and

WHEREAS: Frances F. Lee served with dignity, distinction, and grace, and won the universal respect and admiration of faculty, staff, students, administrators and community leaders;

RECOMMENDATION:

RESOLVED: That the Board of Trustees of the San Francisco Community College District, on behalf of the faculty, students, classified and administrators of City College of San Francisco, expresses much appreciation and admiration to Frances Lee for the exemplary work she has done in numerous leadership roles, and for her tireless work ethic and commitment to students, and expresses best wishes in whatever future endeavors she may seek.

Dr. Natalie Berg, Originator
Rodel E. Rodis, Originator
Lawrence Wong, ESQ., Originator

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DATE: May 29, 2003 **S5**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: SPECIAL
The Honorable Board of Trustees of the San Francisco Community College District expresses its heartfelt appreciation for the many contributions made by Sandra Handler on the occasion of her retirement.
(Resolution No. 030529-S5)

BACKGROUND INFORMATION:

WHEREAS: Sandra Handler has been a respected member of the faculty and administration of City College of San Francisco for 33 years; and

WHEREAS: Sandra Handler began her CCSF career in 1970 as a part-time instructor of Hearing-Impaired Students, joining the full-time faculty in 1988 as the Centers Division Curriculum Chair. Subsequently, she has served with distinction as Accreditation Liaison Officer, Dean of Health Science and Physical Education and Dean of the School of Behavioral and Social Sciences; and

WHEREAS: Throughout her career Sandra Handler has fostered academic dialogue and inquiry into contemporary issues, including an Affirmative Action Debate which included Mario Savio, the Urban Issues Forum I, and the Days of Remembrance about lessons learned from the Japanese American experiences during World War II; and

WHEREAS: Over many years, Sandra Handler has helped more than 250 instructors expand the curricula of their courses through the SCANS Project which focuses on helping students gain interpersonal skills and leadership abilities for the workplace, and through the Asian Infusion Project which points out the need to add an "Asian Perspective" to the syllabi of many courses;

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DR. PHILIP R. DAY, JR., CHANCELLOR

RECOMMENDATION:

Resolved: That the Board of Trustees of the San Francisco Community College District, on behalf of the faculty, students, classified and administrators of City College of San Francisco, expresses strong appreciation and admiration to Sandra Handler for the exemplary work she has done in numerous leadership roles, and for her tireless work ethic and commitment to students, and expresses best wishes in whatever future endeavors she may seek.

Dr. Natalie Berg, Originator
Rodel E. Rodis, Originator
Lawrence Wong, ESQ., Originator

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DATE: May 29, 2003 **S6**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: **SPECIAL**
The Honorable Board of Trustees of the San Francisco Community College District expresses its heartfelt appreciation for the many contributions made by Bernice B. Brown on the occasion of her retirement.
(Resolution No. 030529-S6)

BACKGROUND INFORMATION:

WHEREAS: Dean Bernice Brown has served City College of San Francisco in a number of executive positions since joining the administration of the college in 1991 as head of Faculty and Staff Development; and

WHEREAS: Bernice Brown subsequently was promoted to Dean of the Southeast Campus where she was active in working with all campus constituencies to develop programs and services responsive to community needs and desires; and

WHEREAS: Since becoming Dean of CalWORKS Education and Training in 1998, Bernice Brown has worked to coordinate services and the vocational and educational program delivery systems for welfare recipients who attend City College of San Francisco; and

WHEREAS: Bernice Brown also advocated for education as a member of the State Board of Governors for the California Community Colleges. There, she served on the California Post Secondary Education Commission and the Advisory Board for Vocational Education; and

WHEREAS: Bernice Brown has spent a lifetime in service to the educational community in California and the nation working as a teacher at the junior high school, high school, community college and four-year college levels. Additionally, Ms. Brown served as an administrator and consultant to philanthropic organizations,

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RECOMMENDATION:

RESOLVED: That the Board of Trustees of the San Francisco Community College District, on behalf of the faculty, students, classified and administrators of City College of San Francisco, expresses much appreciation and admiration to Bernice B. Brown for the exemplary work she has done in numerous leadership roles, and for her tireless work ethic and commitment to students, and expresses best wishes in whatever future endeavors she may seek.

Dr. Natalie Berg, Originator
Johnnie L. Carter, Jr., Originator
Dr. Anita Grier, Originator

CITY COLLEGE OF SAN FRANCISCO
50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: May 29, 2003 **S7**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: **SPECIAL**
Honorable Board of Trustees of the San Francisco Community College District expresses its heartfelt appreciation for the many contributions made by Dr. Frank Chong, Dean, Student Affairs.
(Resolution No. 030529-S7)

BACKGROUND INFORMATION:

WHEREAS: Dr. Frank Chong has championed the needs of students as a respected member of the administration of City College of San Francisco for many years through his posts as Dean of Student Affairs and as Campus Dean of the Alemany Campus and Fort Mason Art Center; and

WHEREAS: Dr. Chong also has advocated for students and education in the California State Legislature as a Special Assistant to Assembly Speaker Willie L. Brown, Jr.; and

WHEREAS: Dr. Chong has pursued academic excellence through his own education, earning his Ed.D. in Educational Administration, Leadership and Technology from the Dowling College Graduate School of Education; a certificate from the Institute of Educational Management, Harvard University Graduate School of Education; a Masters Degree in Public Administration from the John F. Kennedy School of Government, Harvard University; and a Bachelor of Arts Degree in Social Welfare and Asian American Studies from the University of California, Berkeley; and

WHEREAS: Dr. Chong will be joining the West Valley-Mission Community College District as the new President of Mission College;

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RECOMMENDATION:

RESOLVED: That the Board of Trustees of the San Francisco Community College District, on behalf of the faculty, students, classified and administrators of City College of San Francisco, expresses much appreciation and admiration to Dr. Frank Chong for the exemplary work he has done in numerous leadership roles, and for his tireless work ethic and commitment to students, and expresses best wishes on becoming President of Mission College.

Dr. Natalie Berg, Originator
Rodel E. Rodis, Originator
Lawrence Wong, ESQ., Originator

CITY COLLEGE OF SAN FRANCISCO
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DATE: May 29, 2003 **S8**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: **SPECIAL**
Honorable Board of Trustees of the San Francisco Community College District expresses its heartfelt appreciation for the many contributions made by Daniel St. John on the occasion of his retirement.
(Resolution No. 030529-S8)

BACKGROUND INFORMATION:

WHEREAS: Daniel St. John has ably served City College of San Francisco in faculty as well as executive positions since 1969 when he joined the College as a Physics Instructor; and

WHEREAS: His colleagues elected him Physics Department Chair in 1975; and

WHEREAS: Since he was first appointed an administrator in 1976, Daniel St. John has over the years conscientiously served City College of San Francisco as Director of Computer Services, Grievance Officer (AFT contract), Director of Personnel, Acting Vice Chancellor of Business Services, Associate Director of Human Resources and Management Analyst/Director of District Payroll Services;

RECOMMENDATION:

RESOLVED: That the Board of Trustees of the San Francisco Community College District, on behalf of the faculty, students, classified and administrators of City College of San Francisco, expresses much appreciation and admiration to Daniel St. John for the exemplary work he has done in numerous teaching and leadership roles, and for his tireless work ethic and commitment to students, and expresses best wishes in whatever future endeavors he may seek.

Milton Marks III, Originator
Julio J. Ramos, ESQ., Originator
Lawrence Wong, ESQ., Originator

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DATE: May 29, 2003 **S9**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: **SPECIAL**
Honorable Board of Trustees of the San Francisco Community College District Expresses its heartfelt appreciation for the many contributions made by Jacquelyn Green on the occasion of her retirement. (Resolution No. 030529-S9)

BACKGROUND INFORMATION:

WHEREAS: Jacquelyn Green has introduced thousands of City College students to the languages and cultures of Latin America and Spain; and

WHEREAS: Jacquelyn Green has led the Foreign Language Department of City College of San Francisco to be one of the most prominent and productive in the State of California; and

WHEREAS: In her thirty-seven year career, Jacquelyn Green has excelled in many positions, both in the administration and the faculty of the College; and

WHEREAS: Jacquelyn Green has devoted countless hours in service throughout the college community in committees and volunteer service;

RECOMMENDATION:

RESOLVED: That the Board of Trustees of the San Francisco Community College District, on behalf of the faculty, students, classified and administrators of City College of San Francisco, expresses strong appreciation and admiration for Jacquelyn Green and the exemplary work she has done in numerous leadership roles, and for her tireless work ethic and commitment to students, and expresses best wishes in whatever future endeavors she may seek.

Dr. Natalie Berg, Originator
Johnnie L. Carter, Jr., Originator
Dr. Anita Grier, Originator

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CITY COLLEGE OF SAN FRANCISCO
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DATE: May 29, 2003 **S10**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: SPECIAL
The City College Board of Trustees proudly proclaims May to be Asian American and Pacific Islander Heritage Month.
(Resolution No. 030529-S10)

BACKGROUND INFORMATION:

WHEREAS: 41% of the CCSF Student Body is now Asian American and Filipino students;

WHEREAS: The Asian American Studies Department is nationally recognized as one of the leading Asian American Studies Community College Departments in the nation;

WHEREAS: The Philippines Studies Department is the first Community College Department of its kind in the United States;

WHEREAS: There have been many events celebrating Asian Pacific Heritage Month including an Asian Pacific American Heritage celebration, organized by The International Students Association and 13 different CCSF Clubs; the Asian Coalition dinner and scholarship awards to CCSF students; East meets West panels organized by librarians and conducted at 3 different campuses, a night of Filipina/o literature, showings of Asian American films in progress in both Asian American Studies classes and public events, and The National Association for Asian American Studies convention held in San Francisco this year, which included presentations by CCSF Asian American studies faculty;

RECOMMENDATION:

RESOLVED: That the City College Board of Trustees proudly proclaim May to be Asian American and Pacific Islander Heritage Month.

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FURTHER BE IT RESOLVED: That City College of San Francisco reaffirms Its commitment to support all our ethnic studies department and to support and encourage their growth to better serve our students and all of our diverse communities.

Lawrence Wong, ESQ., Originator
Rodel E. Rodis, ESQ., Originator
Dr. Natalie Berg, Originator

CITY COLLEGE OF SAN FRANCISCO
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Date: March 27, 2003 **W1**

To: Board of Trustees

From: Dr. Philip R. Day, Jr., Chancellor

Subject: **Real Estate**
Authorization to lease a space from the Community Center Project, at a cost not to exceed $7.50 per hour of classroom use and $87.50 per week or any part of a week for used office space starting Jan 1, 2004 and continuing through June 30, 2004 at which time rent may be revisited by mutual agreement between the Center and the District
(Resolution No: 030529-W2)

BACKGROUND INFORMATION:

The Board of Trustees approved a rental agreement with the Lesbian/Gay/Bisexual/Transgender (LGBT)Community Center Project in June of 2000 through Board Resolution No. 000622-W1. The rental rate agreed upon at that time was $3.25 an hour and was similar to what we were paying Unified School District on an hourly basis. In March of 2003 the Board approved a raise from $3.25 an hour to $5.00 an hour.

Since then, a new Executive Director of the Community Center has been hired and the Center is reviewing all of its contracts and leases to help it deal with a large budget deficit. Even at $5.00 an hour, the Center is losing money renting classrooms to CCSF.

Classes offered at the Community Center have been very popular and serve a broad spectrum of students. The administration agrees that the hourly rent should be adjusted to reflect a more equitable rate. The following resolution is recommended for adoption:

RESOLVED: That the Board of Trustees authorizes a new lease with the Community Center Project, at a cost not to exceed $7.50 per hour of classroom use and $87.50 per week or any part of a week for used office space starting Jan 1, 2004 and continuing through June 30, 2004 at which time rent may be revisited by mutual agreement between the Center and the District, and

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DR. PHILIP R. DAY, JR., CHANCELLOR

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designees are hereby authorized to execute such a lease agreement on behalf of the San Francisco Community College District.

Stephen J. Herman, Originator

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FOR INFORMATION ONLY

Honorable Board of Trustees of the
San Francisco Community City College District

Subject: Report on grant activity between April 25, 2003 and May 29, 2003, City College of San Francisco.

This report is for information only on City College of San Francisco grant activity, April 25, 2003 – May 29, 2003.

Grants involving less than $500,000 and/or less than a $50,000 match:

State Chancellor's Office – CCSF submitted a grant in April to the State Chancellor's Office's AmeriCorps Local Emergency Readiness Teams Project (ALERT) to prepare and support CCSF student volunteer Corps members. Through this grant, members will provide community service, explore careers related to health and public safety, and have the opportunity to earn an award applied toward their continuing education. The request is in the amount of $136,156 for the period of August 1, 2003 – December 31, 2004.

Sandra Handler, Originator

National Endowment for the Humanities (NEH) – CCSF recently submitted a grant to NEH's Humanities Focus Grant program for the creation of a professional development program to infuse multicultural perspectives into the curriculum. The request is in the amount of $24,992 for the period of August 1, 2003 – July 31, 2004.

Mary Lou Leyba, Originator

Children's Council of San Francisco – CCSF's Child Development and Family Studies Department will receive additional funds in the amount not to exceed $16,200 from the Children's Council of San Francisco. This funding will be used for academic instruction and support services for the department. The funding period is indefinite. For further information, please refer to Resolution 010628-B21.

Sandra Handler, Originator

CA Department of Education – The CA Department of Education's Child Development Division has notified the CCSF Child Development and Family Studies Department's Grace Child Development center-based, school-age program, that it is eligible to receive a one-time only grant for the purchase of instructional materials and supplies.

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The grant is in the amount not to exceed $3,500 for the period of June 1, 2003 – June 30, 2004.

Sandra Handler, Originator

State Chancellor's Office – The State Chancellor's Office recently provided CCSF's Small Business Development Center an extension on grant funds for general operational support. The funding period will now extend to November 30, 2003, in the amount not to exceed the original award of $140,550; the original funding period was from July 1, 2002 – June 30, 2003.

Steven Glick, Originator

SBC Foundation – CCSF requested funds in April from the SBC Foundation to establish a professional development module for CCSF instructors to develop and deliver technology-enhanced courses for students. The request is in the amount of $50,610 for the period of August 1, 2003 – December 31, 2004.

Kristin Hershbell, Originator

San Francisco Department of Public Health (DPH) – CCSF will receive an augmentation to a $7,014 sub-recipient agreement with San Francisco State University (SFSU) for Community Health Works, funded through the SF Department of Public Health. Community Health Works is an inter-segmental collaboration between CCSF's Health Science Department and SFSU's Department of Health Education. Funds will support two instructors in the Drug and Alcohol Certificate Program which prepares students to become counselors with strong competencies in drug and alcohol addiction, prevention and treatment. The augmentation is in the amount not to exceed $31,104 for the period of July 1, 2002 through June 30, 2003.

Linda Squires-Grohe, Originator

Grants involving more than $500,000 and/or more than $50,000 match:

U.S. Department of Education, Title VIB – CCSF received a grant to develop a Southeast Asia Business and International Education Center. The goal of the Center is to contribute to the expansion of our nation's capacity to conduct business in and/or with Vietnam, with the intent of broadening the program after the first two years to include other Southeast Asian countries. The award is in the amount of $145,815 for the period July 1, 2003 – June 30, 2005. Although the College is required to provide an institutional match of $146,470, this match is only in the form of in-kind contributions and does not require actual dollars.

Steven Glick, Originator

San Francisco Department of the Environment – CCSF's Recycling Program and the Department of Environmental Horticulture and Floristry received a grant to expand recycling and composting activities at CCSF, moving the College closer to compliance with AB 75 which mandates that the College recycle over 50 percent of its waste by 2004. The award is in the amount of $40,893. The CCSF Board of Trustees approved the appropriation of funds (including matching requirements which represented in-kind contributions rather than actual dollars) in August 2002.

Kristin Hershbell, Originator

State Chancellor's Office – CCSF submitted an application to the State Chancellor's Office for Industry Driven Regional Education and Training funds to develop a competency-based certification for transportation technicians in collaboration with BART and Muni. The request is in the amount of $159,221 for the period of July 1, 2003 – August 31, 2004. Match funds exceeding $50,000 have been committed and if awarded, a board resolution will be submitted outlining that commitment.

Phyllis McGuire, Originator

Corporation for National Community Service (CNCS) – CCSF's Office of Mentoring and Service-Learning recently submitted an application to CNCS for Learn and Serve funding to develop LINC (Linking Immigrants with their New Communities). This program is designed to provide students an advanced service-learning experience while acting as community resource advocates for immigrant learners in CCSF and SFUSD ESL programs. The request is in the amount of approximately $100,000 per year for the period of October 1, 2003 – September 30, 2006. Match funds exceeding $50,000 have been committed and if awarded, a board resolution will be submitted outlining that commitment.

Frank Chong, Originator

Grant-funded contracts involving $50,000 or less:

Northern California Biotechnology Center (NCBC) – NCBC will contract with Ohlone College to supervise summer biotechnology internships. The contract is in the amount not to exceed $4,000 for the period of May 1, 2003 – June 30, 2003.

Wing Tsao, Originator

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FOR INFORMATION ONLY

Honorable Board of Trustees of the
San Francisco Community City College District

Subject: Report on contract activity for May 2003, City College of San Francisco

This report is for information only on City College of San Francisco grant activity May 2003.

Contracts under $50,000:

San Francisco Labor Counsel – Contract total up to $20,650, term May 12, 2003 to June 30, 2004, for providing a 132-hour Vocational ESL training program to laid off hotel workers in San Francisco who are members of HERE Local 2. The program includes assessment, instruction, and curriculum development.

Originator: Judy Teng

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DR. PHILIP R. DAY, JR., CHANCELLOR

FOR YOUR INFORMATION ONLY

DATE: May 29, 2003

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: **GENERAL FUND**
Student Financial Aid Programs
Authorization for appropriating funds for Federal and State financial aid programs.
(Resolution No. 030529-B5)

BACKGROUND INFORMATION: Each school year, City College of San Francisco receives Federal and State financial aid funds to be disbursed to eligible students. The college is expected to administer the programs and in some instances to provide matching funds.

PROGRAM	GRANTOR / CONTRACTOR	CONTRACT DATE	AMOUNT	MATCH	NEW TOTAL PROGRAM AMOUNT
1. Pell Grant	U.S. Dept. of Education	July 1	$6,700,000	0	$6,700,000
2. FSEOG	U.S. Dept. of Education	July 1	$691,136	$230,379	$921,515
3. FWS	U.S. Dept. of Education	July 1	$564,944	$188,315	$753,259
4. Federal Perkins	U.S. Dept. of Education	July 1	$109,938	$36,646	$146,584
5. CAL Grant	California Student Aid Commission	July 1	$509,000	0	$509,000
6. Stafford Loan	U.S. Dept. of Education/EdFund	July 1	$3,000,000	0	$3,000,000

RECOMMENDATION:

RESOLVED: That the college appropriate $224,961 (To the Financial Aid account #U4046) to satisfy the required match for the FWS, and Federal Perkins financial aid programs to cover the period of July 1, 2003 through June 30, 2004. The match for the FSEOG program ($230,379) will be covered by fee waivers, scholarships and grants as allowed by Title IV regulations. With the financial aid programs we are projecting to assist 9400 needy students finance their education. This represents an increase of 1% over the last fiscal year, and

FURTHER BE IT RESOLVED: That the Chancellor, and/or his designee, is hereby authorized to execute all documents necessary to record the appropriation and to submit any and all reports to the U.S. Department of Education and the California Student Aid Commission in the administration of said programs.

Jorge Bell, Originator

CITY COLLEGE OF SAN FRANCISCO
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DATE: May 29, 2003

FOR INFORMATION ONLY
NO ACTION NECESSARY

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **CAPITAL OUTLAY**
Report on construction contracts under $15,000, and construction related professional services under $10,000 Office of Facilities Planning, City College of San Francisco (030529-FIO)

BACKGROUND INFORMATION:

This report is for information only as authorized by Resolution 000525-B5 regarding construction contracts that are no more than $15,000, and Resolution No. 000622-S3 regarding construction related professional services that are no more than $10,000 and to be reviewed by Board Trustees as required by the Education Code Section 81656.

1. **Auerbach Pollock Friedlander,** Theater Consultant, Final Project Proposal (FPP) Classroom / Lab Complex / Theater / Music & Media Arts Programs Facility. Contract Order $10,000.00, funded by 2001 General Obligation Bond.

2. **Charles M Salter Associates,** Acoustical Consultant, Final Project Proposal (FPP) Classroom / Lab Complex / Theater / Music & Media Arts Programs Facility. Contract Order $10,000.00, funded by 2001 General Obligation Bond.

3. **Oppenheim & Lewis,** (SLBE) Cost Estimator, Final Project Proposal (FPP) Classroom / Lab Complex / Theater / Music & Media Arts Programs Facility. Contract Order $10,000.00, funded by 2001 General Obligation Bond.

4. **Topflight,** Specification Consultant, Final Project Proposal (FPP) Classroom / Lab Complex / Theater / Music & Media Arts Programs Facility. Contract Order $5,000.00 funded by 2001 General Obligation Bond.

5. **Avalon Restoration Co.** – 33 Gough Street Exterior Door Replacement. Replace existing doors with new doors with panic hardware. Contract Order $4,962.50, funded by 1997 General Obligation Bond.

6. **Avalon Restoration Co.** – 33 Gough Street Restroom Upgrade. Upgrade restroom to meet accessibility requirements. Contract Order $2,813.75, funded by 1997 General Obligation Bond.

7. **Crown Electric, Inc.** (SLBE) – John Adam Campus, Library Recarpeting. Remove and reinstall data and electrical wiring on the floor. Contract Order $2,933, funded by 1997 General Obligation Bond.

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8. **Landmark Building & Engineering Contractors, Inc.** (SLBE) – Science Hall Transformer Replacement. Supplement for Boiler Tanks Removal at Science Hall of Ocean Avenue Campus Project. The work includes repairing of concrete floor, relocating one piece of 2" water pipe inside Boiler room and hanging a sheet metal pan and steel framing inside Boiler room ceiling. Contract Order $4,000, funded by 1997 General Obligation Bond.

9. **Temper Insulation Company** (SLBE) – Fort Mason Center, Fan Sound Dampening. Reduce the noise level of the new welding room exhaust fan to improve the quality of the instructional space. Contract Order, $950, funded by 1997 General Obligation Bond.

10. **Landmark Building & Engineering Contractors, Inc.** (SLBE) – North Gym, Fitness Center (Room-120). Replace existing bracing to wall with new bracing that comply with code, install new metal secure grille at top of existing wall, and install new exit sign and emergency light to comply with code. Contact Order, $9,000, funded by 1997 General Obligation Bond.

11. **Cresci Electric, Inc.** (SLBE) – Bungalows B615, Career Outreach. To comply with fire and safety codes of Title 24. Install fire detector horn/strobe device, double switches, hanger wires to brace existing wall, splay wires to brace existing ceiling "T"-bar, and perforated return grilles with flex ducts. Contact Order, $7,080, funded by General Obligation Bond.

Originator: Peter Goldstein
w/ David Liggett

FOR INFORMATION ONLY – NO ACTION NECESSARY

DATE: May 29, 2003

TO: Board of Trustees

FROM: Dr. Philip R Day, Jr., Chancellor

SUBJECT: Small Local Business Enterprise Program Follow-Up From May 8, 2003 Board of Trustee Work Session

At the May 8, 2003 Board of Trustees Workshop, which was advertised and open to the public, two items were presented concerning the District's Small Local Business Enterprise (SLBE) Program:

1. The SLBE Semi-Annual Report; and
2. Proposed changes to the SLBE program that would expand goals and preferences for construction contracts greater than $15,000.

The SLBE Semi-Annual Report

The report was presented and received at the May 8, 2003 Work Session, there have been no further changes to the report since that meeting.

Expansion of SLBE Program to Construction Contracts Greater than $15,000

Staff continues to research questions concerning the legal parameters for restricting this part of the program to local businesses. It is now expected that the proposed changes in the program will be brought before the Board at its June meeting for a first reading and to the August meeting for formal adoption.

CITY COLLEGE OF SAN FRANCISCO
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AGENDA

CLOSED SESSION

BOARD OF TRUSTEES
OF
THE SAN FRANCISCO COMMUNITY COLLEGE DISTRICT

GOUGH STREET CAMPUS
CONFERENCE ROOM
33 GOUGH STREET
SAN FRANCISCO
THURSDAY, June 26, 2003
5:00 P.M.

I. OPEN SESSION
Announcement of Closed Session Topics

II. CLOSED SESSION

A. CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION (G. C. 54956.9) (a))

1. Clark v. SFCCD, et al
San Francisco Superior Court Case # CGC-03-419001

State of California Division of Occupational Safety and Health v. City College of San Francisco
Inspection # 300892213 CSHO ID #N1752

2. Amar v. SFCCD
San Francisco Superior Court Case, CGC-02-413646

B. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION
(G.C. 54956.9)
Significant exposure to litigation pursuant to Gov. Code 54956.9 (b) – three cases

Initiation of litigation pursuant to Gov. Code 54956.9 (c) – one case

C. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE (G.C. 54957)

D. CONFERENCE WITH LABOR NEGOTIATORS (G.C. 54957.6)

1. Agency Designated Representatives: Jeffrey Sloan, Carmen Plaza de Jennings, Steve Hale, and Charles Sakai

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Employee Organizations: Service Employees International Union (SEIU) 790, American Federation of Teachers (AFT) 2121, Department Chairperson Council (DCC), and San Francisco Building and Construction Trade Council Unions (SFBCTCU)

2. Agency Designated Representatives: Jeffrey Sloan, Carmen Plaza de Jennings, Steve Hale, and Charles Sakai

Unrepresented Employees: Stationary Engineers, District Designated Managers, Employee Relations Manager, Supervisors, and Confidential Classifications.

III. OPEN SESSION

Disclosure of Board actions from Closed Session, pursuant to Government Code 54957.1

Members of the public shall have an opportunity to speak in accordance with Government Code 54954.3 and Education Code 72121.

AMENDED 06/11/03

CITY COLLEGE OF SAN FRANCISCO
BOARD OF TRUSTEES
RESOLUTIONS AGENDA SCHEDULE
January 2003- December 2003

	JAN	FEB	MAR	APR	MAY	JUN	AUG	SEPT	OCT	NOV	DEC
Resolution(s) to Vice Chancellor's	Fri 1/ 3	Mon 2/3	Mon 3/3	**Fri 3/28**	Mon 5/5	Mon 6/2	**Fri 8/1**	**Fri 9/5**	Fri 10/10	Fri 10/31	Mon 11/24
Vice Chancellor's review **Pre-Agenda Review**	Mon 1/6	Fri 2/7	Fri 3/7	**Tues 4/1**	Fri 5/9	Fri 6/6	**Mon 8/11**	**Mon 9/8**	Mon 10/13	Mon 11/3	Mon 12/1
Resolution(s) from Vice Chancellor's to Toni Lee	Mon 1/13	Mon 2/10	Mon 3/10	**Fri 4/4**	Mon 5/12	Mon 6/9	**Thurs 8/14**	**Thurs 9/11**	**Thurs 10/16**	Thurs 11/6	Thurs 12/4
COLLEGE AGENDA REVIEW **2:30pm :E200-B**	Tues 1/21	Tue 2/18	Mon 3/17	**Mon 4/7**	Mon 5/19	Mon 6/16	Mon 8/18	Mon 9/15	Mon 10/20	Mon 11/10	Mon 12/8
DUPLICATION	Wed 1/22	Wed 2/19	Wed 3/19	**Wed 4/9**	Wed 5/21	Wed 6/18	Wed 8/20	Wed 9/17	Wed 10/22	Wed 11/12	Wed 12/10
DISTRIBUTION	Fri 1/24	Fri 2/21	Fri 3/21	**Fri 4/11**	Fri 5/23	Fri 6/20	Fri 8/22	Fri 9/19	Fri 10/24	Fri 11/14	Fri 12/12
CLOSED SESSION **5:00 PM** **BOARD MEETING 6 PM**	Thurs 1/30 ~~SEC~~ GOUGH	Thurs 2/27 ~~Ch/nb~~ **SEC**	Thurs 3/27 ~~Gough~~ **Ch/NB**	**Thurs 4/24 JAD**	Thurs 5/29 Gough	Thurs 6/26 **Gough**	Thurs 8/28 Gough	Thurs 9/25 Gough	Thurs 10/30 **Gough**	Thurs 11/20 Ocean	Thurs 12/18 DTN

*Date changes are due to Public Holidays

**All meeting dates and locations are subject to change by the Office of the Vice Chancellor of Finance and Administration. Call 241-2234 with any questions.*

** Please note that all closed session meetings will be held at appropriate Board meeting location mentioned by the Office of the Vice Chancellor of Finance and Administration*

CITY COLLEGE OF SAN FRANCISCO

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NOTICE

REGULAR MEETINGS

THE

BOARD OF TRUSTEES

SAN FRANCISCO COMMUNITY COLLEGE DISTRICT

LOCATION: GOUGH STREET CAMPUS
33 GOUGH STREET
SAN FRANCISCO, CA. 94103
CONFERENCE ROOM

DATE: **THURSDAY, JUNE 26, 2003**

TIME: **5:00PM**

This meeting is normally devoted to Closed Session Topics.

LOCATION: GOUGH STREET CAMPUS
33 GOUGH STREET
SAN FRANCISCO, CA. 94103
AUDITORIUM

DATE: **THURSDAY, JUNE 26, 2003**

TIME: **6:00PM**

This meeting is normally devoted to Open Session Topics.

SPECIFIC TIMES SUBJECT TO CHANGE.
Call 241-2234 for information.

Members of the public shall have an opportunity to speak in accordance with Government Code 54954.3 and Education Code 72121.5

The San Francisco Community College District does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. Persons who wish to request disability-related accommodations including sign-language interpreters should contact Linda R. Jackson, District ADA Coordinator, Office of Affirmative Action, 31 Gough Street, Room 16, San Francisco, CA, 94103, Phone: (415) 241-2281, Fax: (415) 241-2203. Please request accommodations no later than 12 working days prior to the date of the Board meeting in order to assure the best possible arrangements.

BOARD OF TRUSTEES
DR. ANITA GRIER, PRESIDENT • LAWRENCE WONG, ESQ., VICE PRESIDENT • DR. NATALIE BERG
JOHNNIE L. CARTER, JR. • MILTON MARKS III • JULIO J. RAMOS, ESQ. • RODEL E. RODIS • RICHARD CANTORA, STUDENT TRUSTEE
DR. PHILIP R. DAY, JR., CHANCELLOR

TO MEMBERS OF THE PUBLIC

The Agenda page and accompanying resolutions have been prepared well in advance of the regularly schedule meeting of the Board of Trustees of the San Francisco Community College District. Please note that Resolution are subject to amendment and replacement. Copies of all resolutions and materials associated with the agenda are available for public inspection and review at the Gough Street Campus (33 Gough Street, San Francisco, Ca. 94103) and also available on the District's website (http://www.ccsf.edu/vcfa).

Members of the public shall have an opportunity to speak in accordance with Government Code 54954.3 and Education Code 72121.5.

You should be aware of the following (Government Code § 54954.2):

1. Additional agenda items to be acted upon by the Board may be posted at 33 Gough street and in the lobby of Conlan Hall at the Phelan Campus at least 72 hours in advance of the regularly scheduled Board Meeting. Resolutions may also be available at the time of posting, but if not, such resolutions will be available at the Board Meeting.

2. Additional agenda items and resolutions, although not posted as in paragraph 1 above, may still be acted upon by the board at the regular meeting:

 a) Upon a determination by a majority vote of the Board that an emergency situation exists, as defined in Government Code § 54956.5. Emergency is defined as work stoppage or other activity which severely impairs public health, safety, or both as determined by a majority of the members of the Board, OR crippling disaster which severely impairs public health, safety or both, as determined by a majority vote of the members of the Board, OR

 b) Upon a determination by a two-thirds vote of the members of the Board present at the meeting or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the District subsequent to the agenda being posted 72 hours in advance of the Board Meeting, OR

 c) The Item was posted 72 hours in advance of a prior meeting of the Board occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.

For Members of the Public:

To facilitate the conduct of business at Board meetings, the following information has been taken from the District's Policy Manual concerning the conduct of Board Meetings.

From PM 1.05 A:

The order of business may be revised at any meeting when, in the discretion of the President, such revision will benefit the public and/or order of the meeting.

From PM 1.05 L:

L. Granting the Privilege of the Floor. A person desiring to speak shall be recognized by the Chair only after complying with the following procedures:

For matters appearing on the agenda, an individual desiring to address the Board must complete a "Request to Address Board" card, completing the information thereon including the subject to be addressed. If there is to be a written report presented, a copy(ies) shall be submitted in advance to the Chancellor.

Any person desiring to address the Board on non-agenda items must also complete the "Request to Address Board" card and will be recognized at the end of the agenda. Only items directly related to District business may be presented.

Cards for these purposes are available in the Office of the Chancellor and also at the Board meeting. Completed cards should be presented to the Board President prior to the beginning of the meeting. As a matter of courtesy, the Board encourages people to notify the Chancellor's Office in advance of the Board meeting of their intention to address the Board. Prior to calling for a vote on an item before the Board, the Presiding Officer shall determine if speaker cards have been submitted for that item. Persons who have submitted cards prior to the consideration of the item shall be called upon by the Presiding Officer. Persons who address the Board may address only the agenda item being considered and shall have up to three minutes for comments. Should another person who has submitted a request to speak card in advance of consideration of the item wish to forego speaking on that item, he or she may grant his or her speaking time to another speaker who has also submitted a request to speak card, but in no event shall any speaker have more than two allotments (totaling up to six minutes) of speaker time on any item. However, in order to facilitate the completion of District business, the Presiding Officer may also limit the total length of time allotted to the speakers on a given topic or agenda item which may reduce the individual speaker's time on that topic or item. Speaking too long, being unduly repetitious, or discussing irrelevancies disrupt the meeting, and may result in the forfeiture of speaking opportunities during that meeting.

The President of the Board reserves the right of determining the order of the speakers and changing the order of the agenda if it will be of benefit to the public and/or the order of the meeting.

Undue interruptions or other interference's with the orderly conduct of Board business cannot be allowed. Defamatory or abusive personal remarks, which disturb or impede the meeting or exceed the bounds of civility necessary to the conduct of District business, are always out of order. However, the Board shall not prohibit public criticism of the policies, procedures, programs, or services of the District, or of the acts or omissions of the Board.

The President may terminate the speaker's privilege of address if after being called to order, he or she persists in improper conduct or remarks, or if the speaker fails to speak on the subject matter for which the privilege of the floor was granted.

No oral presentation shall include charges or complaints against any employee of the Board, or otherwise present information, which does not relate directly to the topic at hand or which disrupts or impedes the meeting. All formal charges or complaints against an employee, for which a specific grievance or complaint process is not otherwise available, shall be in writing and signed by the person making the charge and shall be filed with the Chancellor who shall, after investigation, take or recommend appropriate action. There shall be no oral presentation or discussion of confidential formal charges or complaints in open public meetings of the Board on non-agenda items or unless otherwise required by law.

Comments or presentations made by members of the public to the Board do not necessarily reflect the opinion of the Board or of its individual members, nor does the Board necessarily endorse or sanction such comments or presentations. Persons who address the Board on matters of their choosing are solely responsible for the content of such comments or presentations.

Regular Meeting of the

Board of Trustees of the

San Francisco Community College District

City College of San Francisco

GOUGH STREET CAMPUS

AUDITORIUM

33 GOUGH STREET
San Francisco

Thursday, June 26, 2003

Open Session - 6:00 p.m.

I.	Roll Call	
II.	Pledge of Allegiance	
III.	Approval of Minutes Regular Meeting Minutes – May 29, 2003	
IV.	Adoption of Resolutions Agenda	
V.	Approval of Consent Agenda Items as Listed	
VI.	Special Presentations	
VII.	Report from Constituent Groups	
	- Academic Senate	- David Yee, President
	- Associated Students	- Kevine Boggess, President
	- Classified Senate	- Rose Vela, Second Vice President
VIII.	Monthly Financial Report – James Kendrix & Peter Goldstein	
IX.	Action on Other Resolutions Agenda Items	
X.	Board of Trustees' Report	
XI.	Chancellor and Staff Reports	

c indicates all resolution agenda items in the right hand column are eligible for consideration as Consent agenda items.

XII. Closed Session Announcements - Legal Counsel Ronald Lee

XIII. Requests to Speak

XIV. Adjournment

FINANCE

GENERAL FUND

B1 - ADOPTION OF ANNUAL BUDGET 2003-2004 BUDGET (PRELIMINARY BUDGET)

B2 - Authorization is hereby given to contract with Angus-Hamer Networking a cost not to exceed $50,000 for the period from July 1, 2003 through June 30, 2004 (this is a reduction from $101,000 last fiscal year), *c

B3 - Authorization be hereby given to establish a special services agreement with SCT Corporation for consulting services from July 1, 2003 through June 30, 2004 for a cost not to exceed $25,000 (this is a reduction from $50,000 last fiscal year *c

B4 - Authorization be hereby given to contract with Strata Information Group (SIG) to provide technical consulting to the programming unit of the ITS Department for period from July 1, 2003 through June 30, 2004 for a total contract cost not to exceed $ 115,000 (this is a reduction from $240,000 last fiscal year) *c

B5 - Authorization to contract with Development Institute, Inc., to provide consultation and special services to be defined by formal work scope for a period from July 1, 2003, through June 30, 2004, at a total contract cost not to exceed 225,000 with the option to renew for an additional one year based upon an assessment of progress/outcomes for the upcoming year *c

B6 - Authorization to allow the Vice Chancellor of Finance and Administration; Chief Financial Officer; and Director of Administrative Services to transact business on Wells Fargo account no. W12198236 *c

B7 - Amending the Agreement with the firm of Morgan, Lewis, & Bockius, LLP for the Providing of Legal Service in Areas Related to Project Labor Agreements for an additional $50,000.

c indicates all resolution agenda items in the right hand column are eligible for consideration as Consent agenda items.

CAPITAL OUTLAY

B8 - Authorization be given to contract with Cypress Security for security services for the District at the Ocean Avenue and Downtown Campuses, for a total cost not to exceed $25,000.00 for the period of July 1, 2003 through December 31, 2003 *c

B9 - Authorization be given to modify the contract with Kaplan, McLaughlin, Diaz/Kwong Kolm Architects effective July 1, 2003 through September 30, 2006 to provide the District with architectural and engineering services for the Community Health and Wellness Center, the Student Health Center, Child Development Center and extra services at an additional cost not to exceed $1,406,500 for a total contract amount not to exceed $4,906,500

B10 - Authorization be given to contract with Angus - Hamer from July 1, 2003 through June 30, 2004; with the option to renew for 3 -1 year additional extensions through June 30, 2007 for design and engineering services and advice to provide the District with low voltage / technology infrastructure consulting services at a cost not to exceed $500,000 *c

B11 - Authorization be hereby given to contract with the lowest responsible bidder, Coral Corporation, for the project: Ocean Avenue Campus – Stadium Sign, to be completed on or before August 8, 2003 at a cost of not to exceed $55,000 *c

B12 - Authorization be hereby given to contract with the lowest responsible bidder, ___, for the project: John Adam Campus, Main Building Interim Modernization, Gymnasium Phase II Renovation, to be completed on or before January 2004 at a cost of not to exceed $___, *c

B13 - Authorization for two (2) Contract Modifications totaling $86,232 for Special Services Contracts and Construction Contracts. *c

GRANTS/CONTRACTS

B14 - Authorization is hereby given to apply for and accept the amount of $1,046,475 from the California Department of Education, Workforce Investment Act, Title II, Adult Education and Family Literacy Act, Section 231 Grant for the period of July 1, 2003 through June 30, 2004 *c

B15 - Authorization to submit a renewal application for funds and to appropriate all funds receivable from the State Chancellor's Office for VTEA funding, in the amount not to exceed $1,188,066. *c

c indicates all resolution agenda items in the right hand column are eligible for consideration as Consent agenda items.

B16 - Authorization to renew existing Contracts/Grants *c

EQUIPMENT, SUPPLIES & SERVICES

C1 - Procurement of equipment, supplies, services etc., less than $3,000 *c

C2 - Procurement of equipment, supplies, services, etc., $3,000 or more *c

C3 - Acceptance of Gifts *c

C4 - Disposal of Personal Property with Insufficient Sales Value *c

HUMAN RESOURCES

F1-4 - Resignation Educational Academic Administrative Position

F5 - Commending Chancellor Philip R. Day Jr., and Authorizing Employment Agreement Amendments, including Term Extension and Increment

G1-8 - Academic Employees, Credit Program, District Funded *c

H1-2 - Academic Employees, Credit Program, Categorically Funded *c

N1 - Academic Employees, Community Service Classes *c

POLICY

P1 - Notice of Intention to Amend the SFCCD Policy Manual Section 1.05 – Meetings *c

P2 - Amending the SFCCD Policy Manual By Adding Section 7.13 - Prohibiting the Sale of Tobacco Products on City College of San Francisco Campuses.

SPECIAL

S1 - Adoption of CCSF Education Master Plan

S2 - Acceptance of Proposed Chinatown/North Beach Campus Program Document, dated June 2003

S3 - Acceptance of Proposed Mission Campus Preliminary Design Plans, dated June 2003

S4 - Acceptance of Proposed Final Project Proposal (FPP) Ocean Avenue Campus Classroom/Lab Complex/Theater, Music & Arts Program Facility, dated June 2003

c indicates all resolution agenda items in the right hand column are eligible for consideration as Consent agenda items.

S5 - Recommend Adopting an Amendment to Board of Trustees Resolution No. 030214.S6 Addressing Modified Wage Rates and Other Terms and Conditions of Employment for Unrepresented Classified Management, Supervisory, and Confidential Employees for Fiscal Year 2002-2003 and Fiscal Year 2003-2004

S6 - Approval of Recommendation for Granting of Early Tenure.

S7 - The Honorable Board of Trustees of the San Francisco Community College District expresses its heartfelt appreciation for the many contributions made the faculty retiring this academic year.

REAL ESTATE

W1 - Authorization to lease a space from the Community Center Project, at a cost not to exceed $7.50 per hour of classroom use and $87.50 per week or any part of a week for used office space starting Jan 1, 2004 and continuing through June 30, 2004 at which time rent may be revisited by mutual agreement between the Center and the District

W2 - Authorization to exercise options to renew rental agreements for the use of space by the City College of San Francisco campuses for fiscal year 2003-2004

W3 - Authorization to exercise options to renew rental agreements for the use of space by the City College of San Francisco campuses for fiscal year 2003-2004

W4 - Authorization for a Long Term Ground Lease with SFUSD for the entire property occupying Block 3636 bounded by Valencia, 22nd, and Bartlett Streets at a cost of $7.5 million

W5 - DECLARATION OF INTENTION TO SELL REAL PROPERTY

INFORMATION ONLY

Members of the public shall have an opportunity to speak in accordance with Government Code 54954.3 and Education Code 72121.5.

Next Board Meeting Date: **August 28, 2003**
GOUGH STREET CAMPUS
33 GOUGH STREET

c indicates all resolution agenda items in the right hand column are eligible for consideration as Consent agenda items.

CITY COLLEGE OF SAN FRANCISCO
50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: June 26, 2003 **B1**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: GENERAL FUND

ADOPTION OF ANNUAL BUDGET 2003-2004 BUDGET (PRELIMINARY BUDGET)

(Resolution No. 030626-B1)

BACKGROUND INFORMATION:

The California Code of Regulations requires the governing board of each community college district to adopt a preliminary budget for the ensuing fiscal year on or before June 30.

The Preliminary Annual Budget includes a roll-over of current expenses, plus anticipated savings, funding of the highest order of priorities proposed in the budget planning process and recommended in budget review, and is dependent on some additional resource availability. This budget is intended to be the subject of a subsequent resolution for a final budget.

This budget is contained in the Annual Budget 2003-2004 Preliminary Recommendation, to be presented to the Board of Trustees at the June 26, 2003, meeting.

Annual Budget for 2003-2004: Preliminary Recommendations

The 2003-2004 Annual Budget for the General Fund Unrestricted is based on projected revenue and resources totaling $151,698,372 of which $148,198,372 represents the sum of state and local allocations and fees and $2.0M represents the prior year's ending balance and $1,500,000 represents a one-time transfer from the Board Designated Reserve. Some Restricted Funds (grants) budgets for 2003-2004 have been funded at approximately 90% of the prior year's allocation and fee based programs have been funded based on estimated revenue.

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The General Fund Unrestricted Expenditure Budget for 2003-2004 is currently projected at $151,698,372 which continues operational expenditures ongoing from the prior fiscal year.

Although the current ending balance projection at June 30, 2004 for this budget is zero, the District fully intends to manage its resources in a manner that will ultimately achieve an ending balance at or near $2 million.

Upon completion of the state budget, recommended adjustments to the District's revenue and expenditure budgets will be reviewed in comparison to the proposed Annual Budget, as recommended by the Chancellor and the Planning/Budgeting Council, which will be submitted to the Board of Trustees at the September 25, 2003 meeting.

The recommended 2003-2004 Annual Budget, as proposed by the Chancellor and submitted to the Board of Trustees for approval, is as follows.

Part 1: Adoption of the Annual Budget

Section 1 In accordance with Title 5, California Code of Regulations, Section 58196 the Board of Trustees of the San Francisco Community College District hereby adopts the Annual Budget for 2003-2004, hereinafter termed the Annual Budget of the San Francisco Community College District, as detailed on Community College District forms and summarized by fund, purpose, and amount as follows:

General Fund - Unrestricted Total	
Estimated Revenues	$148,198,372
Add Beginning Balance	2,000,000
Add Transfer from Designated reserve	1,500,000
Add FY 2003 Encumbrances	-0-
Add Departmental Accounts	-0-
Total Estimated Revenue	**$151,698,372**
General Fund-Unrestricted Expenditure Appropriations	
Estimated Expenditures	$151,533,372
Add: Backfill for EOPS & DSP&S	165,000
Add FY 2003 Encumbrances	-0-
Add Departmental Accounts	-0-
Less: Anticipated Savings	-0-
Total Estimated Expenditures	**$151,698,372**
Projected 6/30/04 unrestricted ending balance	-0-

Current Board Designated Reserve	$4,000,000
Projected Board Designated Reserve 6/30/03	$4,000,000
Projected Board Designated Reserve 6/30/04	$2,500,000
Restricted Funds:(Revenue and Expenditures)	
Federal	$ 5,694,150
State	11,049,303
Private & Foundations	771,999
Subcontracts-City of San Francisco	137,906
Fees and Services	4,108,804
Total Restricted	21,762,161
Special Revenue Fund - Child Development	4,543,423
Special Revenue Fund - Cafeteria	800,000
Total Restricted and Special Revenue Funds	$27,105,584

Section 2 Any action taken by the Board of Trustees at its meeting of June 26, 2003 shall be incorporated in the 2003-2004 Annual Budget and a copy of the 2003-2004 Annual Budget with modifications shall be placed in the official files of the Board of Trustees.

Section 3 The estimated receipts, income and revenue enumerated in the Annual Budget are hereby appropriated to the several funds and departments indicated in the Annual Budget for the purpose of meeting expenditure appropriations provided in the Annual Budget. These proposed expenditures are hereby appropriated to the funds and departments enumerated in the Annual Budget. Each department for which an expenditure appropriation is made is hereby authorized to use, in the manner provided by law, the amounts so appropriated for the purpose specified in the Annual Budget.

Section 4 The Chancellor and Vice Chancellor of Finance and Administration are hereby authorized to convert the budget as adopted by the Board of Trustees on Community College District forms to the official State forms prescribed by the Chancellor, California Community College; to execute, process, and file all necessary documents required by the Education Code or the California Code of Regulations; to place a copy of all budget documents in the official files of the Board of

Trustees; and due to the fact that certain entries on the State forms are based on estimates, to use the latest available information when preparing all entries concerning the 2003-2004 Expenditures, and 2003-2004 Revenue sections of the budget. All entries concerning the 2003-2004 Expenditures section shall be in accordance with the total proposed expenditures included in the 2003-2004 Annual Budget as listed above.

Section 5 The Chancellor and Vice Chancellor of Finance and Administration are also authorized to execute all necessary budgetary documents, including current and subsequent budget transfers as required to maintain depository accounts with the San Francisco Controller, provided they are within the purposes and amounts of the budgets adopted on Community College District forms.

Section 6 The Chancellor and Vice Chancellor of Finance and Administration are hereby authorized to withhold filing the documents described in Section 4 above until such time as they are legally required to be filed with the local and state agencies. If after this resolution is adopted revenues in excess of the amounts anticipated in the Annual Budget become available, such excess revenues will be budgeted according to the recommendations contained in the Annual Budget, as presented in the proposed Annual Budget for 2003-2004.

Section 7 The Chancellor and Vice Chancellor of Finance and Administration are hereby authorized and obligated to the Administrative Provisions as contained in the attachment to this resolution entitled, Administrative Provisions, 2003-2004.

Part 2: General Fund Restricted

Section 1 The General Fund - Restricted portion of the SFCCD Annual Budget contains appropriation of categorical funds from various granting agencies, thru RFP's, Apportionment, Allocations, Subcontracts, Sub-Recipient Agreements, Fee Based Programs, Property rentals and overhead. Such appropriation shall be increased or decreased in accordance with the amount made available during the year 2003-2004 by cash receipts or allocations from the State of California or by amounts carried over from the prior fiscal year. Within each categorical program, transfers from unallocated amounts, transfers

between accounts, and transfers between major classes are authorized to be made by the Chancellor and Vice Chancellor of Finance and Administration to the extent permitted by the laws and regulations of the State of California.

Part 3: Child Development Fund

Section 1 The Child Development Fund portion of the SFCCD Annual Budget contains appropriations of categorical funds from California Dept. of education thru RFP's, Subcontracts, Sub-Recipient Agreements or gifts from various donors. Such appropriations shall be increased or decreased in accordance with the amount made available during fiscal year 2003-2004 by cash receipts or allocations from the State of California. Within each categorical program, transfers from unallocated amounts, transfers between accounts, and transfers between major classes are authorized to be made by the Chancellor and Chief Operating Office to the extent permitted by the laws and regulations of the State of California.

Recommended for adoption:

Dr. Philip R. Day, Jr.

Chancellor

Administrative Provisions 2003-2004

Section 1 Because total appropriations contained in the Annual Budget are based on estimated revenues which may not be fully realized, it shall be incumbent upon the Chancellor and Vice Chancellor of Finance and Administration to review revenue estimates each month. If such revenue estimates indicate a shortage, the Chancellor and Vice Chancellor of Finance and Administration shall freeze an equivalent amount of expenditure appropriations and report this action to the Board of Trustees. These frozen appropriations may only be released if subsequent estimates indicate that the collection of the amount originally estimated is assured.

Section 2 The Chancellor and Vice Chancellor of Finance and Administration are hereby authorized to make any transfer necessary to correct erroneous account classifications or to effect any changes in accounts made necessary by changes in the method of expenditures within the purpose of the appropriation; such as when the Board of Trustees has authorized a lump sum appropriation for a program or a project and transfers to subsidiary appropriations are required by City and County or State budgetary practices. In contrast, transfers from the unallocated appropriations to any expenditure classification shall be made only by formal resolution approved by a two-thirds vote of the members of the Governing Board as provided for in Title 5, California Code of Regulations, Section 58199; in addition transfers between major budget classifications shall be made only by a formal resolution approved by a majority of the members of the Board of Trustees as provided for in Title 5, California Code of Regulations, Section 58199. Any other transfers between subordinate accounts within a single major classification may be made by the Chancellor and Vice Chancellor of Finance and Administration.

Section 3 The Chancellor and Vice Chancellor of Finance and Administration are hereby authorized; first, to expend from the available funds budgeted for any approved position; second, to transfer subject to the provisions of Title 5, California Code of

Regulations, Section 58199 and expend from the available funds budgeted for personal services; and third, to transfer subject to the provisions of Title 5, California Code of Education, Section 58199 and expend from any other available budgeted funds for lump sum payments to classified employees upon death or retirement for service or separation caused by industrial accident for accumulated sick leave benefits in accordance with Civil Service Commission Rules 22, Section 22.02.B9. Provided, however, .that the position held by an employee who is entitled to such lump sum payment will not be filled with either a permanent or temporary replacement until such lump sum payment has been recovered from funds budgeted for personal services, and further provided that in the event that said position must be filled immediately it may be so filled on the authorization of the Chancellor or the Vice Chancellor of Finance and Administration.

Section 4 That the San Francisco Community College District and the San Francisco Controller are hereby authorized and directed to continue the existing special and trust funds, reserves; and the receipts in each such fund are hereby appropriated in accordance with law and the conditions under which such fund was established. The Chancellor and the Vice Chancellor of Finance and Administration are hereby authorized and directed to set up additional special and trust funds and reserves as may be created by either additional requests or under other conditions and the receipts in each fund are hereby appropriated in accordance with law for the purposes and subject to the conditions under which each fund was established.

Section 5 That whenever the San Francisco Community College District shall receive for a special purpose from the United States of America, the State of California, or from any public or semi-public agency, or from any private person, firm or corporation any money or property to be converted into money, there shall be set up in the accounting records of the San Francisco Community College District, a special fund or account evidencing the amount received and specifying the special purposes for which it has been received and for which it is held. Such an account or fund shall be maintained as long as any

portion of said money or property remains. Such receipts are hereby appropriated in accordance with law for the purpose and subject to the conditions under which each receipt was received.

Section 6 Permanent certificated and classified positions continued or created by the Board of Trustees in the Annual Budget, may be increased, decreased, or reclassified only by approval of the Chancellor and Vice Chancellor of Finance and Administration. Funds provided in approval of the Chancellor and Vice Chancellor of Finance and Administration may be used to provide temporary employment when it becomes necessary to replace a permanent occupant of a position while on extended leave without pay, or for the temporary filling of a vacancy for a permanent classified position. Funds provided in the Annual Budget for permanent certificated positions may be with the approval of the Chancellor and Vice Chancellor of Finance and Administration transferred to other certificated positions.

Section 7 Surpluses existing in appropriations made for permanent positions in the Annual Budget, may be transferred by the Chancellor and the Vice Chancellor of Finance and Administration to the maximum extent feasible, into the Reserve for Contingencies or Unallocated Appropriations prior to June 2003.

Section 8 Money received as payment for damage to SFCCD automobiles or trucks, or other property, are hereby appropriated to pay the cost of repairing such equipment or property. Any excess funds, and any amount received for damaged equipment which is not be repaired shall be credited to Miscellaneous Revenues of the General Fund; provided that where the property is damaged during construction and such construction is funded from the Capital Outlay Projects Fund, the excess funds shall be credited to the specific construction project in the Capital Outlay Projects Fund.

CITY COLLEGE OF SAN FRANCISCO
50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: June 26, 2003 **B2**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **GENERAL FUND**
Approval of Special Services Contract Renewal
With Angus–Hamer Networking
(Resolution No. 030626 – B2)

BACKGROUND INFORMATION:

Angus-Hamer Networking has been providing excellent network consulting services for City College since 1996, both in the area of operational technical consulting to the Information Technology Services Department (ITS) on the college's wide area network (WAN), and in designing and managing construction of the college's new network infrastructure. The fiber backbone for the Ocean campus has been completed, with all major buildings connected. The building wiring project for the Ocean Campus began in the Spring 2000 semester, and currently all classrooms and offices are wired for voice, data and video. The building wiring project for City College's other neighborhood campuses began in February 2001 and currently all campuses have been wired for voice, data and video. Out of the prior 1997 Bond and for the infrastructure project referenced above, Angus-Hamer provided technical/consultant/engineering services at the level of $979,380 (00-01) and $589,170 (01-02) respectively, in addition to operational consulting services. These costs have now been eliminated because this phase of the Technology Conversion Project is over.

This resolution continues the contract with Angus-Hamer Networking to provide on-going operational technical support in the areas of firewall security, as well as troubleshooting all network, server, and network management issues. These security services are critical for ensuring that outside hackers cannot view or manipulate confidential data, and for maximizing the efficiency and effectiveness of our hardware. The ITS department contracts for these services because such expertise is not available within its own resources and is only required periodically. ITS has spent approximately $101,000 for Angus-Hamer's operational consulting services during each of the past two fiscal years. The ITS Department's general fund budget will pay for the cost of the contract for

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DR. PHILIP R. DAY, JR., CHANCELLOR

operational support, at a cost not to exceed $50,000 for the period from July 1, 2003 through June 30, 2004.

SHARED GOVERNANCE REVIEW:

Yes _____; No ___X___; If yes, which committee: _____
Date of Review: _____

RECOMMENDATION:

RESOLVED: That authorization is hereby given to contract with Angus-Hamer Networking a cost not to exceed $50,000 for the period from July 1, 2003 through June 30, 2004 (this is a reduction from $101,000 last fiscal year), and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, Originator
Douglas Re, Originator

Attachment – Resolution No. 030626-B2

Report on Consulting Provided by Angus-Hamer Networking

July 2002 – May 2003

Angus-Hamer Networking has been providing excellent network consulting services for City College since 1996, both in the area of operational technical consulting to the Information Technology Services Department (ITS) on the college's wide area network (WAN), and in designing and managing construction of the college's new network infrastructure. Over the last three years, Angus-Hamer has provided technical/consultant/engineering services at the level of $979,380 (2000-2001), $589,170 (2001-2002), and approximately $101,000 for 2002-2003.

In 2002-2003, Angus-Hamer Networking provided technical assistance to CCSF Information Technology Services in the operation of the current network system and deployment of new and enhanced network tools and services.

Under the direction of CCSF Information Technology Services Network and Systems Managers, Angus-Hamer staff provided technical assistance in the UNIX, networking and Wintel server (NT, Windows 2000) technologies. This assistance focused on the key project areas and system migrations necessary to maintain the uptime, support and performance of the CCSF network.

Angus-Hamer Consultants assisted ITS staff in accomplishing three major network systems upgrades during 2002-2003, including:

1. Firewall Migration – Angus-Hamer assisted in the successful migration of the ITS Firewall from a Raptor/HP platform to a new Nokia/Checkpoint system.

a) Review the architecture of the new Firewall solution.
b) Analyzed and documented Raptor Firewall rule sets.
c) Converted Raptor Firewall rule sets to the new Checkpoint environment.
d) Customized the Checkpoint environment for CCSF security and operational needs.
e) Implemented a simulation test lab for prototype testing of the new Firewall environment.
f) Provided onsite coverage for response to immediate issues during the cut over to the new Checkpoint system.
g) Conducted a performance review of the new Checkpoint system under CCSF production load.
h) Made sure that the new system configuration is appropriately tuned for optimal performance.
i) Documented the new Checkpoint Firewall environment.

2. Windows 2000 Migration- Angus-Hamer Networking provided technical resources to support the migration to Windows 2000 including:

a) Planning and refining the architecture of the domain model for the Windows 2000 migration.
b) Review of CCSF's use of Directory Services Structures (AD, LDAP, NDS, etc.)
c) Review and testing of the interoperability and compatibility with non-Microsoft DNS and directory servers.
d) Formulating detailed technical architecture, covering server purpose, technical components, application services, and systems location.
e) Migrating CCSF servers to a new domain/services model and providing cut over coverage.
f) Monitoring performance of new servers.
g) Documenting servers and network architecture.

3. Angus-Hamer worked to enhance and optimize the CCSF network environment. Specific projects assigned to Angus-Hamer included implementation and configuration of:

a) DNS and DHCP
b) HP Open View
c) MRTG and monitoring tools
d) HP switch and Cisco router operation

With Angus-Hamer's help, ITS completed a complete redesign of network domains, installed and configured new network servers and implemented a new Windows 2000 environment. Overall, Angus-Hamer provided the expertise necessary to increase performance of the College network and to improve system and network security. These specialized services are critical to prevent outside hackers from gaining access to confidential student, employee, and college data.

Scope of Work for Angus-Hamer Networking Inc.
At City College of San Francisco
July 1, 2003 - June 30, 2004

Angus-Hamer Networking will provide technical assistance to CCSF Information Technology Services in the operation of the current network system and deployment of new and enhanced network tools and services.

Scope of Work

Under the direction of CCSF Information Technology Services Network and Systems Managers, Angus-Hamer staff will provide technical assistance in the UNIX, networking and Wintel server (NT, Windows 2000) technologies. This assistance is focused on key project areas and system migrations necessary to maintain the uptime, supportability and performance of the CCSF network.

As required, the technical assistance will take place during scheduled onsite visits to CCSF, through remote network connectivity, during telephone/email communication, or as off-site project work. CCSF ITS will identify ITS staff to work with Angus-Hamer technicians in the requirements definition, development and implementation phases of all project work.

As dictated by each specific project, Angus-Hamer will assign staff with the appropriate technical background and experience. For continuity, Angus-Hamer intends to assign staff who have work with CCSF in previous projects; however, Angus-Hamer will be flexible in assigning new specialists to accommodate the changing ITS project requirements.

During the delivery of these services, Angus-Hamer consultants will report to either Doug Re, ITS Systems Manager, or Tim Ryan, ITS Network Manager, for status updates and direction. Deliverables will be presented to these managers as appropriate for each project area. Angus-Hamer will work under the direction of CCSF ITS management and in conjunction with CCSF ITS staff to set project timelines and achieve a smooth and robust transition for each migration project.

Part A: Objectives and Tasks

The key projects are outlined below. Projects are subject to change based on the direction of ITS management.

1. Firewall/DNS Optimization - Refine the configuration of the Nokia/Checkpoint firewall.

Tasks:

a) Refine the configuration of the Firewall implementation.
b) Migrate DNS to selected platform. Retire old DNS server.
c) Adjust Webtrends reporting for Firewall activity.

Deliverables:

- Reconfiguration of servers as required

2. Windows 2000/XP Optimization - Angus-Hamer Networking will provide technical resources in the optimization of the Windows 2000/XP network.

Tasks:

a) Review of current Windows 2000 server performance. Identification of issues and bottlenecks.
b) Configuration tuning.
c) Problem resolution

Deliverables:

- Servers configured and documented

3. Network Monitoring Tools - Angus-Hamer will work as directed to configure and customize CCSF-owned network monitoring and management tools.

Tasks:

a) The specific project areas will be identified by CCSF ITS Management. Project areas may include:
 i. HP OpenView
 ii. MRTG
 iii. VOIP performance monitoring tools
 iv. Toptools
 v. New applications as purchased.

Deliverables:

a) Detailed deliverables will be defined as projects are identified. General deliverables will include:
 i. Servers configured
 ii. Configuration documentation
 iii. Operational documentation (as needed)

CITY COLLEGE OF SAN FRANCISCO
50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: June 26, 2003 **B3**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **GENERAL FUND**
Approval of Special Services Agreement
With SCT Corporation
(Resolution No: 030626-B3)

BACKGROUND INFORMATION:

City College of San Francisco entered into a contract with SCT Corporation to purchase their Banner administrative software application for finance and human resources in June 1993. By July 1994, the College was in production with the finance module. Subsequently, the financial aid and student modules were purchased. In November 1997, the student module was ready for registering of students for Spring 1998. In Fall 1998, the financial aid module came on-line. During July 1999, the last piece of Banner Payroll was fully implemented, thereby reducing the College's annual payment to the City for payroll services by $500,000 per year. In addition, the College has implemented the Banner "Web For" products. Now all of the College's major administrative systems are on Banner software.

As with all areas of technology, Banner software is being upgraded by SCT on a regular basis to provide new functionality and to keep technologically current. Securing training services directly from SCT in the past has enabled the College to progress smoothly through Banner's various iterations. In fact, virtually all colleges that use Banner enter into similar contracts for these critical training services. The services of SCT consultants will be needed once again to train district staff on new functionality as well as to provide assistance with implementing the new functionality contained in Banner 6.0 which will be implemented during the new fiscal year. This resolution authorizes establishing a special services agreement with SCT for such consulting services.

Actual approved level of usage for SCT consulting services totaled $83,000 during fiscal year 2000-2001, $88,000 during fiscal year 2001-2002 and $50,000 during fiscal year 2002-2003. The ITS Department will use its general

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fund budget to pay for these services during fiscal year 2003-2004 at a total cost not to exceed $25,000.

SHARED GOVERNANCE REVIEW:

Yes _____; No ___X___; If yes, which committee: _____
Date of Review: _____

RECOMMENDATION:

RESOLVED: That authorization be hereby given to establish a special services agreement with SCT Corporation for consulting services from July 1, 2003 through June 30, 2004 for a cost not to exceed $25,000 (this is a reduction from $50,000 last fiscal year), and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, Originator
Douglas Re, Originator

Report on Consulting Services Provided by the SCT Corporation

July 2002 – May 2003

City College of San Francisco entered into a contract with SCT Corporation to purchase their Banner administrative software application for finance and human resources in June 1993. By July 1994, the College was in production with the finance module. Subsequently, the financial aid and student modules were purchased. In November 1997, the student module was ready for registering of students for Spring 1998. In Fall 1998, the financial aid module came on-line. During July 1999, the last piece of Banner Payroll was fully implemented. In addition, the College has implemented the Banner "Web For" products. Now all of the College's major administrative systems are on Banner software.

As with all areas of technology, Banner software is being upgraded by SCT on a regular basis to provide new functionality and to keep technologically current. Securing training services directly from SCT in the past has enabled the College to progress smoothly through Banner's various iterations. In fact, virtually all colleges that use Banner enter into similar contracts for these critical training services. In the 2002-2003 fiscal year, SCT provided assistance with implementing the new functionality contained in Banner versions 5.4. and 5.5.

Actual SCT consulting services expenditures totaled $83,000 during fiscal year 2000-2001, $88,000 for fiscal year 2001-2002, and approximately $50,000 in 2002-2003.

During 2002-2003, SCT enabled the College to implement new versions of the Banner software. Among the many new functions implemented, several were critical to College operations. These included:

- Updates to the Banner Web application supporting student access, including admissions, registration and fee payment.
- Federal reporting mandates.
- Enhanced tracking of students attending on a visa as well as reporting of these students to the Federal government.
- Updates to the student financial aid system as required by the U.S. Department of Education.
- Updating of the user interface of the Banner Web For application.

Since the SCT Banner system is used by CCSF to support almost all of our mission critical administrative offices, use of SCT's services help the College increase the utilization of software by students and employees while keeping these applications current and compliant with state and federal requirements.

SCOPE OF WORK
FOR
SCT SOFTWARE & RESOURCE MANAGEMENT CORP.
AT
CITY COLLEGE OF SAN FRANCISCO
JULY 1, 2003 TO JUNE 30, 2004

Summary

This agreement reflects the scope of work planned and assigned by the General Manager of Information Technology (or designee) to SCT Software & Resource Management Corp. for the duration of the period indicated. The General Manager or designee as needed and appropriate may assign additional tasks.

Scope of Work

Objectives and Tasks
Provide on-call support for technical troubleshooting of Banner problems.

Tasks:

- Provide assistance on implement Banner Extended Solution (Legato).
- Assist in developing and maintaining the job scheduling software (Appworx).
- Assist in the implementation of Banner Financial Aid Common Origination and Distribution (COD) requirement. The COD functionality utilizes XML documents rather than the flat file format for data transmission.
- Assist in the implementation of SEVIS phase III project for the international students.
- Assist in the implementation on Banner 6.x on Oracle 9i.

CITY COLLEGE OF SAN FRANCISCO
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DATE: June 26, 2003 **B4**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **GENERAL FUND**
Approval of Special Services Contract Renewal With Strata Information Group (SIG)
(Resolution No: 030626-B4)

BACKGROUND INFORMATION:

Strata Information Group (SIG) has been providing critical specialized technical support services for City College related to the implementation of the SCT/Banner administrative information systems since June 1996, specifically focusing on the Banner Student and Financial Aid modules. The Banner Student module has been in production since Spring 1998 and the Financial Aid module since Fall 1998. During the 1998-99 fiscal year, SIG provided the technical expertise needed to create a more stable operating environment. During the Summer and Fall of 1999, SIG led the College in a successful migration of the entire Banner system from Release level 2.1 to the Year 2000 compliant Banner release 3.1. During the Summer and Fall of 2000, SIG provided project management and technical leadership to complete the major upgrade to Banner release 4.0 which uses a "point and click" graphical user interface to simplify use. During the Spring of 2001, SIG assisted with the implementation of The "Banner Web For" products, which were authorized by Board Resolution 990923-B1. In addition to registering for classes, the "Web For" products provide faculty and staff access via a web browser to a variety of payroll, leave accounting information, as well as other financial data. "Web For" allows students to apply for admission, register for classes, pay fees and review their academic history via the web. During the Fall of 2001 and Spring of 2002, SIG assisted with the migration to Banner 5.0.

ITS needs to contract with SIG for programming expertise for customizing Banner, and for training ITS staff. This will allow ITS to take over more and more of the programming associated with Banner and thereby continue to make progress toward its goal of becoming self-reliant in this area.

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Actual expenditures for SIG consulting services totaled $412,500 during fiscal year 2000-2001, $386,000 during fiscal year 2001-2002 and $240,000 during fiscal year 2002-2003. The ITS department will continue to reduce its dependence on SIG during fiscal year 2003-2004 as it becomes more self-reliant in its own programming staff. An additional $25,000 is included to assist during the transition period while the District does not have a Director of Payroll. ITS will use its general fund budget to pay for SIG's services during fiscal year 2003-2004 at a total cost not to exceed $115,000, or approximately 78% less than the contract amount for fiscal year 2000-2001.

SHARED GOVERNANCE REVIEW:

Yes _____; No ___X___; If yes, which committee: _____
Date of Review: _____

RECOMMENDATION:

RESOLVED: That authorization be hereby given to contract with Strata Information Group (SIG) to provide technical consulting to the programming unit of the ITS Department for period from July 1, 2003 through June 30, 2004 for a total contract cost not to exceed $ 115,000 (this is a reduction from $240,000 last fiscal year), and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, Originator
Douglas Re, Originator

Attachment 030626-B4

Report on Consulting Services Provided by the Strata Information Group

July 2002 – May 2003

Strata Information Group (SIG) has been providing critical specialized technical support services for City College related to the implementation of the SCT/Banner administrative information systems since June 1996, specifically focusing on the Banner Student and Financial Aid modules.

City College contracted with SIG to provide guidance to the ITS programming staff, for programming expertise related to customization of Banner, and for training of the ITS staff. SIG services have augmented staff capabilities, permitting ITS to take over more of the programming necessary to support Banner

Actual expenditures for SIG consulting services totaled $412,500 during fiscal year 2000-2001, $386,000 during fiscal year 2001-2002, and approximately $240,000 in fiscal year 2002-2003. The ITS department will continue to reduce its dependence on SIG during fiscal year 2003-2004 as it becomes more self-reliant.

Under the direction of ITS, SIG provided technical management and programming assistance for several technology projects. These include:

a. Web For Faculty Grading Project
b. Internet Native Banner Implementation
c. Academic History
d. Progress Probation
e. Technical Web Support
f. Student Tracking
g. Student Testing/Assessment
h. Educational Plan/Degree Audit Solution

SIG achieved the following deliverables during the 2002-2003 fiscal year.

- Conducted a workshop for faculty to utilize Web Grading function during the Fall 2002 Flex training days.
- Developed a comprehensive project plan to implement the Internet Native Banner solution.
- Completed the Academic History review project, and assisted ITS in implementing improvements.
- Completed the progress probation design and improved the Banner Programs that support probation.
- Assisted with the evaluation of the educational plan and degree audit options.
- Completed an assessment of the waitlist capabilities in Banner.

- Performed an evaluation of the student tracking and assessment capabilities in Banner and a design document to provide and helped the college develop a realistic picture of the solution available.

In addition, SIG has provided technical management for the ITS programming staff. SIG's technical management helped the College discern and resolve issues within and between Banner and the supporting Oracle database.

Overall, SIG has provided valuable expertise that has enabled the College to take advantage of capabilities resident in Banner software. SIG consultants have augmented those of the ITS staff with specialized support and knowledge of Banner applications.

SCOPE OF WORK
FOR
STRATA INFORMATION GROUP (SIG)
AT
CITY COLLEGE OF SAN FRANCISCO
JULY 1, 2003 TO JUNE 30, 2004

Summary

This agreement reflects the scope of work planned and assigned by the Director of Information Technology (or designee) to Strata Information Group, Inc. for the duration of the period indicated. The Director or designee as needed and appropriate may assign additional tasks.

Scope of Work

Objectives and Tasks
Provide technical and management leadership for various high level college-wide administrative and strategic technology projects.

Tasks:

1. Assist in upgrading to SCT Banner 6. This may include any of the following:
 a. Assistance with a variety programming tasks to tailor Banner to CCSF requirements.
 b. Functional consulting as needed to implement changes in the software.
2. Assist in implementing changes to core Oracle products, including:
 a. Assistance in moving from Oracle RDBMS 8.x to Oracle RDBMS 9.x.
 b. Replacing the current Oracle Application Server (OAS) with the new Internet Application Server (IAS).
3. Provide maintenance and support to the locally developed non-credit Banner module.
4. Provide assistance is developing and maintaining locally created web pages based on data from Banner.
5. Assist in the implementation of electronic imaging system.
6. Provide continued review and programming corrections as needed to GPA and related academic history data.
7. Provide functional consulting in implementing software and reporting changes to the Financial Aid system.
8. Provide consulting in best practices in managing and maintaining the Banner application.
9. Provide consulting and assistance in payroll management.

CITY COLLEGE OF SAN FRANCISCO
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DATE: May 29, 2003 **B5**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **GENERAL FUND**
Approval of Special Personnel Services with Development Institute
(Resolution No. 030529-B5)

NOTE: *FY 2004 Contract not to exceed authorization $220,000*

BACKGROUND INFORMATION:

Development Institute, Inc. (DI) has been providing special services to the Chancellor and to various units of the City College of San Francisco since September 1998. In particular, the work of the principals of DI has been directed over the past four years to some of the most critical areas of college development, of which the following key projects are examples: guidance for the development and implementation of the integrated planning and budgeting system, the development of the institutional indicators assessment process, and the updated strategic plan process; guidance, planning, and coordinating of multiple projects in Information Technology Services including the Campus Wide Network Infrastructure Project and at least twenty other initiatives undertaken in ITS; the design and development of the enhanced self-study process as a joint venture between the Academic Senate and the Planning and Budgeting Council; the assessment of almost every major division and functional unit within the reorganized area of Student Development, including financial aid, counseling, testing/placement, etc, and leading to the development of initiatives for improvement and enhancement; active engagement in developing successful proposals for funding and aggressive identification of areas for cost savings and improved productivity; and support for an endless stream of special assignments from the Chancellor and the Chancellor's Office.

CORPORATE PROFILE:

DI was established in 1980 primarily as a firm providing managerial consulting for institutions of higher education, including all areas of management – executive management, governance, academic and student development, technology, and institutional advancement. This firm has provided consulting services and offered seminars to more than 150 institutions, achieving a reputation of distinction with such success that the firm has never advertised itself but has received repeated business due to satisfaction transmitted by word-of-mouth. A complete Statement of Qualifications for DI is attached.

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The co-founders, Dr. Denton Crews and Dr. Katherine German, have dedicated their careers to the mission of higher education. Prior to co-founding Development Institute, Dr. Crews was Dean and Professor of Management, Graduate School of Management, Lesley University, in Cambridge, Massachusetts. He began his career in 1959 on the faculty of the University of Maryland and subsequently served as field-work supervisor at Harvard Divinity School, executive director for a community action agency in Massachusetts, assistant to a community college president, and administrative assistant to a U.S. Congressman. He holds the bachelor's degree from Lipscomb University, the master's degree from the University of Maryland, and the doctorate from the University of Massachusetts.

Dr. Katherine L. German has over seventeen years of experience as an educator and management consultant. Her immediate former position was Vice President for Academic Affairs at Endicott College. Previously, she held the position of Assistant Dean for Academic Affairs at North Shore Community College, located in Beverly, Massachusetts, where she also served as Professor of English, Division Chairperson, and Director of the Developmental Education Center. She has also taught English at undergraduate and graduate levels. Her degrees include: Ph.D., University of Illinois; C.A.S., Harvard University; M.Ed., Bowling Green State University; and B.A., Pennsylvania State University. Dr. German has designed academic and instructional programs, competency-based assessment programs, and professional development programs; delivered countless seminars focused on developing the creative side of the manager's potential; consulted for colleges, schools, and business; and written numerous proposals for funding. She is a diagnostician, a counselor, a teacher, a facilitator, and a writer.

RATIONALE:

The Chancellor of City College, as the chief executive officer, has relied upon the resources of DI, delegating a heavy workload of major assignments to its principals, Dr. Denton Crews and Dr. Katherine German. At City College, this work is mission-critical for the management, growth, development, effectiveness and efficiency of the institution. The services of DI to the Chancellor are inextricably tied to the managerial and workload requirements which the institution demands of the Chancellor's office and which can be met in no other way except through supplementation of additional high-level managerial capability. The Chancellor has chosen through this supplementation of professional and managerial services to achieve developmental and performance improvement objectives for the institution despite the scarcity of administrative personnel and without adding new senior-level positions in mission-critical areas or, because of the limitations associated with the current budget crisis, back-filling existing positions. Further, the "return" to the college from this approach in the amount of work done, its consistently successful results, and its impact on effectiveness and efficiency exceeds that of any comparable provider of such services.

Dr. Crews and Dr. German also provide for City College important leadership and execution for various roles that help accommodate the gaps created due to vacancies and the open positions of Associate Vice Chancellor for Information Technology and related systems, the Associate Vice Chancellor for Facilities Planning, Dean of Student Support Services, and executive staff support for institutional advancement in business practices and transformation of other academic and

administrative operations for a cost-savings of more than $675,000 in salaries and benefits every year over the past two years. With the retirement of several key administrators effective July 1, 2003, including Vice Chancellor Frances Lee and deans Frank Chong, Sandra Handler, Dan St. John, and Bernice Brown, much of the support and leadership provided by these senior-level administrative positions will fall upon the shoulders of the Chancellor and two Vice Chancellors (Griffin and Goldstein). It is expected that DI will provide a significant level of relief so that we can continue to stay focused and accomplish some of our key objectives during these times of unprecedented budget cuts. With their support and direction, we can continue to operate in these capacities without hiring replacements. As a result, the total savings on salaries and benefits as of July 1 will exceed $1.3 million. The value of continuing their roles through a professional services contract can be demonstrated as cost-effective in two ways: it costs less than other alternatives and it yields additional direct savings in expenses and new revenue production. DI has also played a major role in the effort to generate more than $5 million in new revenue production in the form of special grants (e.g. Title III) and Congressional Earmarks for projects and initiatives in the Office of Student Development; Research, Planning and Grants; and the Chancellor's Office. More important, their service consistently produces superior, reliable results in every aspect of the work scope and the deliverables, including both results achieved and the earning of respect and trust for work performed under contract to the college.

WORK SCOPE SUMMARY:

This resolution continues the contract with DI to provide services to City College during 2003-2004 in several critical areas. The areas of responsibility, enumerated in the attached work scope, and are briefly summarized here:

- Providing strategic management for the technology effort at CCSF, including technology planning and development in all functional areas; the restructuring and modification of ITS for college-wide network service delivery; the implementation of management systems, policies, and procedures for the college wide network project and other areas of ITS; planning and monitoring WEB-based systems for student registration and other mission critical services); coordinating activities with staff and technology governance groups for ITS: and reviewing and negotiating contracts, as appropriate; ensuring the currency and success of an overall enterprise consuming $14 million in annual operating budget and $16 million of capital investment;
- Providing support and facilitation for purposes of continuing the planning and budgeting process coupled with documentation and institutionalization;
- Providing support oversight and facilitation for the college's strategic planning and annual planning process; and continued supporting of the updating and usage of the educational master plan and technology plan throughout the year;
- Providing support for a work processes assessment and re-engineering study to achieve cost-effectiveness and efficiency in selected areas of the college; and undertaking a savings assessment program throughout the college;
- Providing support for strengthening administrative practices in concert with the Vice Chancellors and the Administrative Council;

- Providing support and project leadership for the Vice Chancellor of Student Development during a year of development, renewal, and realignment of priorities and structures to improve the entire range of student services;
- Providing coordination and support for the enhanced self-study process, to be completed in 2003; and
- Continuing to provide support for a variety of special assignments upon request by and under the direct supervision of the Chancellor.

A complete Scope of Work for the contract in 2003-2004 is attached.

RECOMMENDATION:

RESOLVED: That the Chancellor, Vice Chancellor for Finance and Operations, and/or their designee are hereby authorized to contract with Development Institute, Inc., to provide consultation and special services to be defined by formal work scope for a period from July 1, 2003, through June 30, 2004, at a total contract cost not to exceed $220,000 with the option to renew for an additional one year based upon an assessment of progress/outcomes for the upcoming year; and

FURTHER BE IT RESOLVED: That the principals of Development Institute, given their unique and important role in previous consultation and special services, will provide a written report of their efforts and progress on a quarterly basis to the Board and will be prepared and available to present that report to the Board upon a Regular Board Meeting or Workshop of the Board; and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Attachments:
1. Statement of Qualifications
2. Scope of Work for 2003-2004

Statement of Qualifications

Development Institute

Development Institute, Inc.
50 Staniford Street, #331,
Boston, MA 02114

Telephone 617-367-9323
Fax Line 617-723-4359
E-mail: devinst@rcn.com

Mission Statement

We are a consulting organization devoted to the application of management and institutional development processes to the opportunities and problems of institutions of higher education, agencies, and associations. We strive foremost to deliver high quality consulting services to enhance all aspects of institutional effectiveness.

The partners who provide consulting services are Dr. Katherine L. German and Dr. L. Denton Crews. She is a former Vice President of Academic Affairs. He is a former Dean of Graduate Studies in Management. Both have been full-time consultants more than ten years.

Development Institute was incorporated in 1980 in the Commonwealth of Massachusetts for the purpose of providing consultant services to organizations. Development Institute holds vendor status in several states.

Consulting Project Descriptions

Strategic Planning

Designed and implemented highly participatory, comprehensive, seven-step process for developing ***long-range plans, annual plans, operational plans, budget plans, management information, and evaluation systems***; conducted by facilitator in retreat setting for planning teams; system supplemented by environmental scanning techniques, institutional problem analysis, and management performance objectives; model adopted by colleges, schools, and associations.

Coping with Resource Reductions

Developed programs to maintain quality of services while coping with reduced resources; included management tool for ***reallocation*** decisionmaking; functional review and structural ***reorganization***; efficiency analysis and incentive system; ***alternative resource development*** program; and process for increasing ***productivity*** and effectiveness.

Marketing and Enrollment Management

Developed ***marketing plans***, including enrollment management component for colleges, using participatory-distributive structure; methodology focused on market segment analysis and objectives leading to ***strategies*** for publications, advertising, personal contact, and sponsored events; unique component on micro-marketing development.

Computing and Information Systems

Prepared master plans for ***administrative and academic computing*** and communications; designed ***management information systems***; managed technology conversion projects and vendor contracting; participatory structure for policy development and ***user group involvement*** has resulted in widespread understanding of technology and ownership of process.

Budgeting and Finance

Devised process linking ***budget system*** to planning, programming, and performance assessment; unique component on contingency planning; utilized ***cost accounting*** coupled with model for profit center structure, and program for resource reallocation.

Institutional Research

Created systematic process for assessment of ***institutional data needs***, identification of reporting requirements, and establishment of systematic procedures for ***research*** and development responsibilities; unique design for distributive system of data collection and ***reporting*** easily installed in small colleges and schools.

Please turn page

Consulting Projects (Continued)

Proposal Writing and Grants

Provided training and technical assistance in the ***proposal writing process***; seminars to help develop staff skills in project design and proposal development; proposal design, development, and preparation; successful preparations of ***Title III*** applications under the Higher Education Act; and ***grant administration*** procedures development.

Management Development

Instituted management assessment process for identifying and enhancing ***administrative skills***; designed in-house programs for administrative development; conducted workshops and retreats for staff, administrators, and boards of trustees; implemented functional audit for identifying ***work-flow*** responsibilities that job descriptions failed to pick up; developed policy and ***procedure guides*** for management systems.

Organizational Development

Used ***survey-guided development*** process for achieving improved organizational climate, morale, and productivity; assessed and made recommendations for re-organization and restructuring; facilitated ***conflict resolution*** between organizational constituencies.

Academic Development

Provided technical assistance in developing and facilitating "***excellence***" effort; designed and led self-study process for ***re-accreditation*** using special options; competency-based course and ***curriculum development***; development and installation of ***governance system***; ***advising and retention*** systems development; designed and implemented ***evaluation*** for programs, instruction, and personnel performance; and planning ***continuing education*** programs.

Contracting Organizations

Colleges

Bunker Hill Community College, Charlestown, MA
Cape Cod Community College, West Barnstable, MA
City College of New York, City University of New York, New York, NY
City College of San Francisco, San Francisco, CA
College of Agriculture and Technology, State University of New York, Cobleskill, NY
Concord College, Athens, WV
Daytona Beach Community College, Daytona, FL
Dundalk Community College, Baltimore, MD
Edison Community College, Ft. Myers, FL
Hostos Community College, City University of New York, Bronx, NY
LaGuardia Community College, City University of New York, Queens, NY
Landmark College, Putney, VT
Macon College, Macon, GA
Massasoit Community College, Brockton, MA
Mercer County Community College, Trenton, NJ
New York City Technical College, City University of New York, Brooklyn, NY
Notre Dame College, Manchester, NH
Piedmont Technical College, Greenwood, SC
Portland School of Art, Portland, ME
Quinebaug Valley Community College, Danielson, CT
Roxbury Community College, Boston, MA
Sistema Universitario Ana G. Méndez, Puerto Rico
Touro College, New York, NY
University of Maine, Augusta, ME
University of Maine, Presque Isle, ME
York College, City University of New York, Jamaica, NY

Other Clients

Abt Associates, for Kingdom of Lesotho
US AID, for University of Somalia
US Department of Education, Division of Post Secondary Education, for Title III

SCOPE OF WORK
FOR
DEVELOPMENT INSTITUTE, INC.
AT
CITY COLLEGE OF SAN FRANCISCO
DURING
JULY 1, 2003 TO JUNE 30, 2004

Summary

This agreement reflects the scope of work planned and assigned by the Chancellor of City College of San Francisco to Development Institute, Inc. for the duration of the period indicated. Additional tasks may be assigned by the Chancellor as needed and appropriate.

Scope of Work

The scope of work described below is to be carried out under the direct supervision of the Chancellor of City College of San Francisco. For some aspects of this workscope, direction shall also be provided by the appropriate senior administrator of the college.

The scope of work consists of objectives to be accomplished and specific tasks to be carried out. It is the intention of the scope of work that the contractor will be responsible to carry out the tasks and ensure that the objectives are accomplished through regular communication with the Chancellor and the applicable senior administrator regarding progress, needed support for accomplishment, and review and modification of objectives and tasks when needed. Deliverables have been identified for all objectives except Parts A.6 and B.3, for which the deliverables cannot be identified in advance. The activities under Part A below are to be carried out by Dr. Denton Crews. The activities under Part B below are to be carried out by Dr. Katherine German.

Part A: Objectives and Tasks

1. To provide technical leadership and management support for college-wide ***technology and telecommunications systems*** development

 Tasks:

 a) Provide counterpart oversight for ITS management and operation, including general direction and supervision
 - i) Implementation of the college wide network and related network administrative activities development, including plans for new inter-campus connectivity
 - ii) Telephone system implementation, include re-organization under ITS
 - iii) Banner operations and staffing, including "consulting" services
 - iv) Other bond projects

 b) Provide leadership for current new initiatives for the SCT-Banner system
 - i) Student development applications
 - ii) Banner system enhancements and usage
 - iii) Student access initiatives

iv) Organizational restructuring and enhancement within ITS

c) Update the plans for technology, especially in the academic area and educational technology, including laboratories, multi-media classrooms, and inter-campus video capability

d) Continue supporting a governance structure for coordination and policy-development for information technology at CCSF
 i) Support the Technology Committee under the Board of Trustees
 ii) Support the Information Technology Committee under shared-governance

e) Develop a coordinated process for managing and producing internal and external MIS reports

f) Seek improved integration of technology that is currently dispersed throughout the college

Deliverables:

- Management Team functioning as executive leadership body
- Banner enhancements implemented
- Network infrastructure on schedule for inter-campus connectivity and application/appliance deployment
- Technology plan update completed
- Telephone installation and transition completed
- Bond priorities underway

2. To provide leadership for ***re-assessing and re-engineering business practices*** in student development and in finance and administration areas

Tasks:

a) Implement a program of re-engineering for A&R credit and A&E non-credit areas of Student Services and Student Development

b) Implement a program for re-engineering in areas of Finance and Administration, including human resources, payroll, and other areas to be identified

c) Utilize the Banner program in the business practices assessments and re-engineering to make greater use of technology efficiencies and effectiveness

Deliverables:

- Business practices assessments and documentations completed
- Recommendations report completed and priorities adopted
- Technology applications integrated into work practices

3. To assist the Chancellor in the development of ***alternative funding opportunities*** for the college

Tasks:

a) Provide support for fund raising opportunities in the Institutional Advancement Resource Development Plan

b) Assist in seeking funding for opportunities identified in the Technology Plan

c) Assist in seeking funding opportunities identified by Public Policy Partners

Deliverables:

- New projects identified and proposals developed

- New revenues accrue to CCSF

4. To support and institutionalize the ***integrated planning and budgeting system*** at CCSF

 Tasks:
 a) Support the completion of the strategic planning process, including final versions of the document
 b) Assist in implementing the process for assessing institutional progress and performance indicators in concert with the Planning and Budgeting Council
 c) Implement a comprehensive guide for the integrated planning and budgeting system
 d) Support the investigation of budget options to cope with fiscal constraints, if needed
 e) Provide oversight for review and assessment of overall planning system, including modifications to the annual plan format and development

 Deliverables:
 - Final strategic plan documents completed
 - Comprehensive planning guide implemented
 - Modified annual planning and budgeting cycle completed
 - Planning system assessment report completed

5. To undertake ***special assignments*** for Chancellor, included but not limited to the following

 Tasks:
 b) Provide support for implementing and monitoring selected objectives in the Chancellor's annual objectives
 c) Provide assistance in developing and maintaining an effective cabinet support structure and communications/management among administrative areas of the college (e.g. Facilities Planning)
 d) Provide assistance in reviewing and identifying cost-effective opportunities at CCSF
 e) Provide support for staffing transitions in the Chancellor's office

 Deliverables:
 - Selected annual objectives completed
 - Cost-effective opportunities identified
 - Transitions in staff effectively executed

6. To provide assistance in research and preparation of ***special reports*** for the Chancellor of the College
 a) Provide support for the Chancellor's external and internal responsibilities as requested
 b) Prepare materials for the Chancellor as requested

Part B: Objectives and Tasks

1. To provide assistance and oversight for the ***implementation of the Enhanced Self-Study*** (ESS) process, jointly sponsored by the Academic Senate and the Planning Budgeting Council under the direction of the Chancellor, leading to performance outcomes identified for student development, including retention rates, transfer rates, goal completion rates, graduation rates, and student satisfaction

 Tasks:
 a) Monitor the review of recommendations derived from the process
 b) Facilitate the implementation process for approved recommendations
 c) Implement communication activities throughout the year
 d) Ensure the completion of reports for the project
 e) Initiate evaluations of the process, product, and impact of the Enhanced Self-Study

 Deliverables:
 - Communication and awareness of ESS project
 - Implementation plans and procedures for approved recommendations
 - Report on implementation and evaluation of the ESS

2. To provide counterpart leadership and ***support for the Vice Chancellor of Student Development*** during the year of transition involving the planning and enhancement activities for all major components of Student Development

 Tasks:
 a) Facilitate the implementation and evaluation of the divisional reorganization under the direction of the Vice Chancellor
 b) Assist in improving procedures for coordination and management of the Student Development Division in collaboration with the Vice Chancellor
 c) Identify critical issues in Student Development for resolution and follow-up with recommendations in collaboration with the Vice Chancellor
 d) Facilitate the design and implementation of professional development programs in conjunction with the Vice Chancellor
 e) Provide leadership for the development of the Student Support Services unit
 f) Initiate a grants program seeking external funding to support the growth and development of the Student Development division

 Deliverables:
 - Reorganization documented and evaluated
 - Improvements in coordination and management evaluated
 - Identified issues and recommendations documented
 - Student Support Services unit development initiative document
 - Professional development programs documented and evaluated
 - At least two grant applications developed and submitted

3. To assist with the implementation of a ***student success program*** derived from the Educational Planning Process and the Enhanced Self-Study and resulting in specific improvements in student development

Tasks:

a) Review all available reports and plans reflecting student achievement, persistence, and completion with academic and student development leadership
b) Facilitate the identification of major areas for improvement within the educational program
c) Provide technical assistance for the redesign and restructuring of selected components of the educational program to ensure quality improvement
d) Monitor and assess the progress and impact of the Title III project

Deliverables:

- Process for review and implementation of recommendations for improvement documented
- Redesign and restructuring of selected components accomplished and documented
- Assessment of impact completed

Agreement

The consultants are expected to be present on campus regularly to meet with the Chancellor, meet with and work with counterparts, participate in meetings, provide leadership and facilitation for tasks, prepare materials and reports, and perform related tasks. The consultants are also expected to allocate time when not on campus for research and preparation to carry out tasks and complete reports, confer by telephone and other means, and follow up with campus personnel to ensure coordination and implementation of tasks and accomplishment of objectives.

The contract for the above services is between City College of San Francisco and Development Institute, Inc.

City College of San Francisco	Development Institute, Inc.

Revised: 05-20-03

REPORT ON WORK OF DEVELOPMENT INSTITUTE, INC.
JULY 1, 2002 TO JUNE 30, 2003

This summarization reflects the scope of work planned and assigned by the Chancellor of City College of San Francisco to Development Institute, Inc. for the period indicated. The activities under Part A were carried out by Dr. Denton Crews. The activities under Part B were carried out by Dr. Katherine German. The activities listed are a distillation of the major work performed during the year and do not represent all the assignments and tasks actually performed. Many of the activities comprised tasks and subtasks which were too numerous for inclusion. In addition, there were additional ad hoc requests made of the consultants for written research or writing projects which were not incorporated into this report.

Part A

1. General oversight for *Technology and Telecommunications Systems* development
 - Facilitate MIS team retreats/meetings to develop directions for ITS
 - Led preparation of Technology Plan development
 - Assisted with development of Bond-funded technology project planning and implementation, especially desktop rollout but also seven other projects
 - Led identification and development of Student Development technology priorities and organization of process to implement the plans
 - Assisted in process to identify lab and classroom improvements using technology
 - Assisted with development of Student Access to Technology planning, review of priorities, and incorporation of priorities into technology operational plans
 - Reviewed and provided assistance in development of board resolutions and justifications for approval
 - Provided regular support for shared-governance process by developing agendas and reports for Information Technology Policy Committee chairperson
 - Reviewed plans for MIS reports improvements, while postponing action on same for future date
 - Met with ITS general manager to review progress, budgets, and operations on regular basis
 - Provided intervention and support for general manager in carrying out ITS activities

2. Undertaking *special assignments* from Chancellor
 - Began first stage of comprehensive re-engineering project for Admissions and Records (credit operations) and Admissions and Enrollment (non-credit operations)
 - Attended selected sessions of business process reviews in Administration and Finance in order to prepare for re-engineering activities scheduled for next year
 - Provided assistance in the resolution of the need for management re-organization and supplementation in the Office of Facilities Planning and the use of project management tools for the office
 - Reviewed contracts for reduction of consultation services and fiscal savings in technology and assisted in preparation of plans for enhancing the accomplishments of internal personnel

- Assisted Chancellor's office in scheduling and organizing cabinet meeting agendas on critical topics for the year
- Developed concept for Institutional Advancement Plan and participated in sessions to organize and develop initiatives for fund raising and grants acquisition
- Responded to numerous occasions of the need for communications from the Chancellor's office on issues arising during the course of the year (e.g. use of random ID numbers in stead of social security numbers, privacy on the Internet, etc).

3. Support for *National Articulation and Transfer Network* initiative under the Chancellor
 - Provided support for the Chancellor in leadership and management of the "association," especially the Steering Committee and the Mid-Year and Annual Conference for NATN
 - Provided direction for the technology component of NATN, called *CollegeStepz*, including the technology contract and work of the technology partner
 - Provided direction for the work group components of NATN, including communications and guidance for the work group chairpersons
 - Provided direction and support to install and implement the technology web-site for NATN accessible to users throughout the country
 - Provided direction for interface and adoption of technology applications to CCSF functionality requirements, particularly for the Student Development areas of Admissions, Transfer, Counseling and Advisement, and Matriculation
 - Provided support for relations with funding agencies and foundations, including proposal writing as necessary

4. Completion of *Strategic Planning* process
 - Upon completion of retreat to develop strategic alternatives for the Strategic Plan, provided guidance for successive iterations of the plan, inclusion of supplementary components, and development of plan for review and approval
 - Prepared template for the final version of the Strategic Plan and materials for presentations
 - Prepared template and process for the additions of Implementation Strategies to the Strategic Plan

5. Developing and refining the integrated *Planning and Budgeting System*
 - Prepared template and process for an enhanced approach to the development and review of the developmental objectives in the Annual Plan
 - Prepared template and process for an enhanced approach to development and inclusion of new content for the operational objectives in the Annual Plan
 - Prepared and developed modifications for the complete planning steps for annual planning, unit planning, budgeting, and assessments in the year 2002-2003
 - Provided assistance at each stage for the development and modification of the Educational Master Plan
 - Prepared and submitted a Comprehensive Planning Guide to serve as the repository of the planning process for use with the Planning and Budgeting Council

6. Preparing *special reports*
 - Presentations to Board of Trustees, Citizens Oversight Committee, etc.
 - Proposals for Public Policy Professionals in Washington, D.C.

Part B

1. Implementation of the *Enhanced Self-Study* (ESS) process
 - Facilitated the review of 34 recommendations derived from the process through the shared governance process.
 - Facilitated the follow-up and implementation process for 14 recommendations approved to date.
 - Implemented communication activities throughout the year through the ESS web-site, articles in City Currents, and a Fall Flex Day workshop.
 - Ensure the completion of reports for the project auditing the review process.
 - Initiate evaluations of the process, product, and impact of the enhanced self-study, publishing a report on the first phase of the project evaluation.

2. Support for the Vice Chancellor of *Student Development* in enhancement activities for Student Development
 - Assisted with the implementation of the divisional reorganization by facilitating the training and development of the Student Support Services team, assisting in the delivery of developmental initiatives, and assessing the process, product and impact of the reorganization.
 - Assisted in improving procedures for coordination and management of the Student Development area related to the reorganization of the division and the implementation of new initiatives such as computerized assessment testing, expanded early alert, and enhanced new student orientation.
 - Identified critical issues in Student Development for resolution and follow-up with recommendations in collaboration with the Vice Chancellor through the implementation of a re-engineering and re-organization project with A&R.
 - Facilitated the design and implementation of professional development programs in conjunction with the Vice Chancellor through the implementation of a divisional needs assessment accompanied by the hosting of an initial program on Disruptive Students for the leadership of Student Support Services in conjunction with their subcommittee on professional development and the design of a Flex Workshop on Student Learning Outcomes in Student Development to be delivered in the Fall.
 - Initiated a grants program seeking external funding to support the growth and development of the Student Development division through the submission of an Upward Bound application and a preliminary FIPSE application addressing the development of Student Learning Outcomes in Student Development.

3. Implementation of the *student success program* in Student Development
 - Reviewed all available reports and plans reflecting student achievement, persistence, and completion to facilitate the development of student learning outcomes and effectiveness measure for the division.

- Facilitated the identification of major areas for improvement within the educational program, designing and facilitating a re-engineering and re-organization project with A&R credit and non-credit during the spring of 2003 with a final report forthcoming.
- Provided technical assistance for the redesign and restructuring of selected components of A&R credit and non-credit, creating linkages with the division's Technology Plan.
- Followed up on Title III application, meeting with the Title III leadership team on a regular basis, assisting with the project implementation process, and providing linkages among organization initiatives and Title III initiatives to maximize impact.

CITY COLLEGE OF SAN FRANCISCO
50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: June 26, 2003 **B6**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **GENERAL FUND**
Authorization to allow the Vice Chancellor of Finance and Administration; Chief Financial Officer; and Director of Administrative Services to transact business on Wells Fargo account no. W12198236.
(Resolution No. 030626-B6)

BACKGROUND INFORMATION:

On March 21, 2002 the Board of Trustees authorized the District to extend its contract with Wells Fargo bank to provide banking services for the District for a four year period beginning FY 2003 through FY 2006 with two (2) one-year optional extensions for FY 2007 and FY 2008.

The District has recently been informed by Wells Fargo Bank that a Money Market account established on behalf of the Associated Students (Acct. No. W12198236) requires updated account information for individuals authorized to transact business for the account:

RECOMMENDATION:

RESOLVED: That authorization is hereby given to: Peter Goldstein, Vice Chancellor of Finance and Administration; James Kendrix, Chief Financial Officer; and Stephen Herman, Dean of Administrative Services to transact business for account no. W12198236 on behalf of Associated Students, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

James Kendrix, Originator

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B7

DATE: June 26, 2003

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: CONTRACT
Amending the Agreement with the firm of Morgan, Lewis, & Bockius, LLP for the Providing of Legal Service in Areas Related to Project Labor Agreements for an additional $50,000.
(RESOLUTION NO. 030626-B7)

BACKGROUND INFORMATION:

The Board ratified an agreement with the firm of Morgan, Lewis & Bockius to provide legal services in areas related to project labor agreements by passing Resolution 020627-B7 on June 27, 2002, for an amount not to exceed $85,000. The firm has provided services to the District in this vital area, but the amount initially thought to be sufficient and authorized by the Board is not sufficient. This resolution authorizes an additional $50,000 for this agreement. Monies for this expenditure are paid from Bonds authorized by the 2001 election.

RECOMMENDATION:

RESOLVED: That Resolution 020627-B7 be amended to increase the authorized expenditures by $50,000.

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or other designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Ronald Lee, Originator

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DATE: June 26, 2003 **B8**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **CAPITAL OUTLAY**
Authorization to Award Special Services Contract –
Fire Watch Services
Cypress Security
Fire Watch and Security on an as needed basis
(Resolution No. 030626-B8)

BACKGROUND INFORMATION:

Project: Fire Watch and Security Services required on:
Ocean Avenue Campus - Emergency Fire Alarm Repair

The District wishes to contract with Cypress Security (SLBE) to stand fire watch in buildings on the Ocean Avenue Campus. A fire watch is necessary during the time buildings are occupied and the existing fire alarm systems are inoperable while emergency repairs are being made. This contract will be paid with funds from Proposition A 1997 General Obligation Bonds.

SHARED GOVERNANCE REVIEW:

Yes ___; No _X_; if yes, which committee:

Date of Review:

RECOMMENDATION:

RESOLVED: That authorization be given to contract with Cypress Security for fire watch services for the District at the Ocean Avenue and Downtown Campuses, for a total cost not to exceed $25,000 for the period of July 1, 2003 through December 31, 2003,and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, originator
W/ David Liggett

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DATE: June 26, 2003 **B9**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **CAPITAL OUTLAY**
Authorization to Modify Architectural & Engineering Services Contract with Kaplan, McLaughlin, Diaz/Kwong Kolm Architects (KMD/K2A) - Community Health & Wellness Center
(Resolution No. 030626-B9)

BACKGROUND INFORMATION:
At its August 29, 2002 Board meeting, the Board adopted Resolution No. 020829-B6 which authorized a contract with Kaplan, McLaughlin, Diaz/Kwong Kolm Architects (KMD/K2A) to provide architectural and engineering services (A & E) for the Community Health and Wellness Center project. That resolution, read in part, *"A preliminary budget for this contract has been established. However, additional analysis of the proposal and negotiated scope of work and project deliverables is needed to determine the final budget."* At this time, the architects have completed the programming phase that was reviewed and accepted by the Board at its April 24, 2003 Board meeting. Consequently, it has been determined that a modification to the existing contract with KMD/K2A would expedite completion of the project in the timeliest and most cost effective manner based upon the revised budget. As such, a contract modification is proposed for that purpose. The existing contract term with KMD/K2A is September 1, 2002 through September 30, 2006. The contract term is to remain the same.

ADDITIONAL SERVICES:
The construction budget for this project has increased from $38,880,000 to $53,950,000. This increase is due to the reconfiguration of the project to include: 1) an estimated $8,270,000 construction cost increase; 2) a separate Student Health Center estimated at $4,550,000 and 3) a separate new Child Development Center estimated at $2,250,000.

See chart below.

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COMMUNITY HEALTH AND WELLNESS CENTER PROJECT REVISED BUDGET				
PROJECT COMPONENTS	**ORIGINAL CONSTRUCTION BUDGET**	**REVISED CONSTRUCTION BUDGET**	**ORIGINAL A & E SERVICES CONTRACT AMT**	**REVISED A & E SERVICES AMOUNT**
Community Health & Wellness Center	$38,880,000	$47, 150,000	$3,500,000	$4,243,500
Student Health Center		4,550,000 (separate bldg)		409,500 (separate bldg)
Child Development Ctr		2,250,000 (New bldg.)		234,000 (New bldg)
Misc. Additional Srvs, Incl. Leed Cert.		n/a		192,750
TOTALS	$38,880,000	$53,950,000	$3,500,000	**$5,079,750**
Less $173,250 of Child Development Center to be split between Baker Vilar and Powell & Partners				**($173,250)**
				$4,906,500

This project now requires a Relocated Practice Field with an additional estimated cost of $1,500,000. However, it is more practical to design the Relocated Practice Field as a separate A & E contract to be awarded through a separate competitive process.

CHILD DEVELOPMENT CENTER:

To allow greater SLBE prime participation on this project and with the Board's concurrence, two SLBE firms currently under contract with the District and who were selected through an earlier competitive process will be assigned a major portion of the Child Development Center A & E services work. Since KMD/K2A has completed the programming phase, they will complete the schematic and preliminary design phases as well. The remainder of the A & E services work for the Child Development Center will be performed by Baker Villar and Powell & Partners who will split fees for their portion of the work which totals up to $173,250. SLBE subconsulting participation for the KMD/K2A contract is 25% for the existing scope of services. These SLBE participation requirements will apply to the additional services as well.

This contract modification increases the original Board authorization for a contract with KMD/K2A by an additional $1,406,500 to a new total not to exceed amount of $4,906,500. This modification includes extra services for topographic surveys, construction estimating not a part of the original scope of services and a presentation model of the Community Health & Wellness Center. This contract will be paid with funds from Proposition A 2001 General Obligation Bonds.

SHARED GOVERNANCE REVIEW:

Yes ____; No X; if yes, which committee:

Date of Review: N/A

RECOMMENDATION:

RESOLVED: That authorization be given to modify the contract with Kaplan, McLaughlin, Diaz/Kwong Kolm Architects effective July 1, 2003 through September 30, 2006 to provide the District with architectural and engineering services for the Community Health and Wellness Center, the Student Health Center, Child Development Center and extra services at an additional cost not to exceed $1,406,500 for a total contract amount not to exceed $4,906,500, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Originators: Peter Goldstein
W/David Liggett

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DATE: June 26, 2003 **B10**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **CAPITAL OUTLAY**
Authorization to Award Special Services Contract – Low Voltage / Technology Infrastructure Designing & Engineering Services
Angus – Hamer, Incorporated
(Resolution No. 030626-B10)

BACKGROUND INFORMATION:

Project: Low Voltage / Technology Infrastructure Designing & Engineering Services
Various Projects

The College used a comprehensive outreach effort to encourage prospective Low Voltage / Technology Infrastructure Design & Engineering firms and sub-consultants to respond to the "Request for Qualifications" for the Low Voltage / Technology Infrastructure Consulting Project. Fifty Eight (58) RFQ booklets were issued to respondents. To more completely understand the selection process, interested firms were invited to an informational meeting where the details of the selection process were discussed, including the importance of complying with the College's SLBE policy and the related goals for participation. Twenty Six (26) individuals attended the informational meeting, and eleven (11) firms submitted responses to the RFQ. A diverse eight (8) member selection committee composed of faculty, staff and administrators reviewed these eleven (11) responses.

Each committee member read all of the responses and rated each submittal according to the same criteria published in the RFQ and reviewed at the informational meeting. These criteria included demonstrated experience with low voltage / technology Design & Engineringservices including: voice, video and data communication systems; fire and intrusion detection systems; phone and communication systems. Additional points were awarded to the scores of those submittals where the firms were certified SLBEs.

The scores were then tabulated and the top four (4) firms were invited to interview with the selection committee. The committee met to establish the questions that would be asked during the interview. The questions covered in greater depth the knowledge and experience required of the firms. Each committee member rated each firm. Again, additional points were awarded only to the scores of those submittals where the firms were certified SLBEs.

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The selection committee recommends Angus - Hamer, Incorporated to provide low voltage / technology infrastructure design & engineering services. Angus – Hamer, Incorporated complied with the SLBE program subcontracting requirements and twenty five percent (25%) of the total contract dollars under this award will paid to SLBE firms. Services provided by the prime consultant its and their sub-consultants may include, but are not limited to: design prime and engineer of record on replacement of fire alarm systems and modifications to existing low voltage data and communication systems; consulting to establish District wide low voltage system standards; peer review of low voltage system designs by other architects and engineers on new construction projects such as the Mission Campus, Chinatown / North Beach Campus and the Community Health and Wellness Center to assure conformity to District standards.

A preliminary budget for this contract has been established. However, additional analysis of the proposal and negotiated scope of work and project deliverables is needed to determine the final budget. This contract for low voltage / technology design & engineering services will be paid with funds from Proposition A 2001 General Obligation Bonds.

SHARED GOVERNANCE REVIEW:

Yes __; No _X_; if yes, which committee:

Date of Review: _____

RECOMMENDATION:

RESOLVED: That authorization be given to contract with Angus - Hamer from July 1, 2003 through June 30, 2004; with the option to renew for 3 -1 year additional extensions through June 30, 2007 for design and engineering services and advice to provide the District with low voltage / technology infrastructure consulting services at a cost not to exceed $500,000,and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, originator
W/ David Liggett and Doug Re

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DATE: June 26, 2003 **B11**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **CAPITAL OUTLAY**
Authorization to Award Construction Contract - Ocean Avenue Campus – Stadium Sign
(Resolution No. 030626-B11)

BACKGROUND INFORMATION:

Project: Ocean Avenue Campus – Stadium Sign

The District publicly advertised the Bid Invitation for the Ocean Avenue Campus Stadium Championship Sign Project and received three (3) bids. The District wishes to contract with the lowest responsible bidder, Coral Corporation, for the Project. This project consists of removal and disposal of the existing sign in the stadium located at the Ocean Avenue Campus, and construction of a new sign as per plans and specification.

The project is funded with 1997 Proposition A General Obligation Bond funds.

SHARED GOVERNANCE REVIEW:

Yes ___; No __x__; if yes, which committee: _____

Date of Review: _____

RECOMMENDATION:

RESOLVED: That authorization be hereby given to contract with the lowest responsible bidder, Coral Corporation, for the project: Ocean Avenue Campus – Stadium Sign, to be completed on or before August 8, 2003 at a cost of not to exceed $55,000, and

FURTHER BE IT RESOLVED: That the goal of the Facilities Planning Dept. is to complete this project at the lowest possible cost to the District, and

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FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute change orders in accordance with Public Contract Code 20659 provided that such changes amount to no more than a 10% variation from the construction budget. Such changes may therefore total up to an additional $5,500, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, originator
W/ David Liggett

CITY COLLEGE OF SAN FRANCISCO
50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: June 26, 2003 **B12**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **CAPITAL OUTLAY**
Authorization to Award Construction Contract -
John Adam Campus, Main Building Interim Modernization,
Gymnasium Phase II Renovation
(Resolution No. 030626-B12)

BACKGROUND INFORMATION:

Project: John Adam Campus
Main Building Interim Modernization
Gymnasium Phase II Renovation

The District publicly advertised the "Bid Invitation for the John Adams Campus Main Building Interim Modernization and Gymnasium Phase II Renovation Project" and received __ (_) bids. The District wishes to contract with the lowest responsible bidder, ___, for the Project. This project consists of; in the main building, renovating and ADA upgrading most of the restrooms, installing an elevator from the third to the fourth floor, air conditioning computer labs, minor wall repairs, and painting the hallways, auditorium, and some classrooms; in the gymnasium, installation of an elevator to all levels, renovation of the gymnasium finishes, new small locker rooms, and a complete remodel of the basement into classroom and lab spaces.

The project is funded with 1997 Proposition A General Obligation Bond funds.

SHARED GOVERNANCE REVIEW:

Yes __x_; No ____; if yes, which committee: John Adams Campus, Building User Group

Date of Review: May 13, 2003

RECOMMENDATION:

RESOLVED: That authorization be hereby given to contract with the lowest responsible bidder, ___, for the project: John Adam Campus, Main Building Interim Modernization, Gymnasium Phase II Renovation, to be completed on or before January 2004 at a cost of not to exceed $___, and

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FURTHER BE IT RESOLVED: That the goal of the Facilities Planning Dept. is to complete this project at the lowest possible cost to the District, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute change orders in accordance with Public Contract Code 20659 provided that such changes amount to no more than a 10% variation from the construction budget. Such changes may therefore total up to an additional $___, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, originator
W/ David Liggett

DATE: June 26, 2003 **B13**

TO: Board of Trustees

FROM: Dr. Philip Day, Jr., Chancellor

SUBJECT: CAPITAL OUTLAY
Authorization for two (2) Contract Modifications totaling - $ 86,232
for Special Services Contracts and Construction Contracts
(Resolution No. - 030626-B13)

	ORIGINAL RESOLUTION NUMBER	GRANTOR/ CONTRACTOR	CURRENT CONTRACT AMOUNT	CM #	REQUESTED CONTRACT MODIFICATION AMOUNT	NEW CONTRACT AMOUNT	Description of Modification	Project Budget	Total Project Funds Committed With This Action
A	021107-B7 Evans Campus (MOCD & Seismic Upgrade)	A Ruiz Construction Co & Assoc Inc.	$ 2,434,682	3	$ 76,160	$ 2,510,842	Fire rated partition required by DSA, modify fire sprinklers, revise HVAC curbs, misc. electrical	$ 3,257,655	$2,929,709
B	020829-B7AA Conlan Hall Mechanical & Ceiling Tiles	Schram Construction	$ 398,676	02	$ 10,072	$ 408,748	Balance and test system, replace existing deteriorated flex connectors	$ 698,394	$ 618,612

RECOMMENDATION:

RESOLVED: That the Board authorizes the specified modifications to the resolutions as indicated in the table, and

FURTHER BE IT RESOLVED: All of the contract modifications contained in this resolution comply with Public Contracts Code Section 20659,any modification of construction contracts that exceed 10% of the original contract are the result of unforeseen site conditions. and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, originator
w/ David Liggett

CITY COLLEGE OF SAN FRANCISCO
50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: June 26, 2003 **B14**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: CONTRACTS/GRANTS
Authorization to submit a renewal application and to appropriate all funds from the California State Department of Education Workforce Investment Act, Title II, grant in the amount not to exceed $1,046,475.
(Resolution No. 030526- B14)

BACKGROUND INFORMATION:

Authorization is requested to submit a renewal application and to appropriate all funds related to the renewal of a contract from the California Department of Education, under the Workforce Investment Act, Title II, Adult Education and Family Literacy Act, Section 231, to provide funding for the CCSF Teachers Resource Center for continued services in the Adult Basic Education, Noncredit ESL, Vocational ESL and Transitional Studies Programs. These services include the pre- and post-testing of ABE and ESL students, the development of instructional materials, the purchase of supplies and textbooks, the funding of workshops and conferences, and the implementation of student assessment instruments and processes.

The amount of anticipated funding to be awarded to CCSF is $1,046,475 for the period July 1, 2003 to June 30, 2004 and is based upon the previous year's performance and allocation. There is no in-kind match or additional space required.

Income

California Dept. of Education	$ 1,046,475

Expenditures

Academic Salaries	$ 356,928
Classified Salaries	168,074
Benefits	100,117

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Supplies & Materials	367,256
Other Operating Expenses	54,100
Total Expenditures	$ 1,046,475

The City College of San Francisco Board of Trustees has previously approved the following grants with the California Department of Education for the continuation of the Workforce Investment Act, Title II, Adult Education and Family Literacy Act, Section 231 Grant:

Resolution Number	Amount	Duration
020530 B14	$1,046,475	July 1, 2002-June 30, 2003
010628-B6	$650,000	July 1, 2001-June 30, 2002
000622-B17	$513,570	July 1, 2000-June 30, 2001

SHARED GOVERNANCE REVIEW:

Yes: ___; No: _X_; If yes, which Committee: _____

Date of Review: _____

(A negative response indicates that a review is not necessary.)

RECOMMENDATION:

RESOLVED: That authorization is hereby given to apply for and accept the amount of $1,046,475 from the California Department of Education, Workforce Investment Act, Title II, Adult Education and Family Literacy Act, Section 231 Grant for the period of July 1, 2003 through June 30, 2004, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Originator: Gary Tom

CITY COLLEGE OF SAN FRANCISCO
50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: June 26, 2003 **B15**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: CONTRACT/GRANT
Authorization to submit a renewal application for funds and to appropriate all funds receivable from the State Chancellor's Office for VTEA funding, in the amount not to exceed $1,188,066.
(Resolution No. 030626 – B15)

BACKGROUND INFORMATION:

City College of San Francisco will receive VTEA funding (Carl D. Perkins Vocational and Technical Education Act of 1998) via the State Chancellor's Office for the purpose of vocational program improvement. The amount of money to be received is in direct relation to documentation of the number of low-income students enrolled in CCSF vocational programs. Monies are to be spent primarily on curriculum development and instructional delivery (which may include the purchase of updated equipment), student support services, professional development, and partnership development. In return, the college will be held accountable for demonstrating improvement in the areas of course success, certificate or degree completion, job placement and retention, and program participation and completion by students in programs that are nontraditional for their gender.

This is to request reauthorization for the annual regular renewal of the Vocational and Technical Ed Act - Perkins Grant, which funds activities for the improvement of vocational education programs.

The VTEA Basic Grant comprises of federal monies, but managed by the State Chancellor's Office. Funds are granted on an annual basis and allocated internally by a Shared Governance procedure each spring semester.

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This Shared Governance body, a subcommittee of the Vocational Education Steering Committee, allocated funds to benefit twenty vocational programs for the year 2003-04. To access these funds programs were required to participate in a competitive process, many of which requested and received funds for new technology and classroom equipment. Given the lack of general funds this year, the VTEA - Perkins Basic Grant is especially vital to programs that rely heavily on modern equipment to ensure student success

Income:

Chancellor's Office California Community Colleges VTEA Title I-C Funds	$1,188,066

Expenditures:

City College of San Francisco
(VTEA Title I-C Funds)

Academic Salaries	$ 214,982
Classified Salaries	405,822
Employee Benefits	128,518
Supplies and Materials	41,905
Other Operating Expenses	77,487
Capital Outlay	319,352
Total	$1,188,066

SHARED GOVERNANCE REVIEW:

Yes: ___X_; No: __; If yes, which Committee: _____
Date of Review: May 7, 2003

(A negative response indicates that a review is not necessary.)

RECOMMENDATION:

RESOLVED: That authorization be hereby given to submit a renewal application for funds and to appropriate all funds receivable upon approval by the Chancellor's Office of California Community Colleges, VTEA I-C Funding, July 1, 2003 to June 30, 2004, not to exceed $1,188,066, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and or their designees are hereby authorized to

execute any and all documents on behalf of the District to effectuate this resolution.

Phyllis McGuire, Originator

Date: June 26, 2003 **B16**

To: Board of Trustees

From: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: Authorization to renew existing Contracts/Grants (Resolution No. 030626-B16)

	ORIGINAL RESOLUTION NUMBER	GRANTOR/ CONTRACTOR	CONTRACT DATE	ORIGINAL TOTAL AMOUNT	CHANGE	NEW TOTAL NOT TO EXCEED	COMMENTS; ORIGINATOR
A	020627-B14	San Francisco Department of Human Services	July 1, 2003- June 30, 2005	$519,900	Contract renewal for July 1, 2003 to June 30, 2005	$519,900	Renewal of contract to provide specialized training for clinical and line staff service providers working directly with foster care children for 2 years, July 1, 2003 to June 30, 2005. Originator: Judy Teng
B	020425-B14	The Rsmart Group (TRG)	May 1, 2002 – June 30, 2003	$910,000	Renew contract for the period of July 1, 2003 – June 30, 2004 in the amount of $270,000	$270,000	Renew contract to retain The Rsmart Group (TRG) as the National Articulation and Transfer Network (NATN) technology partner during FY '04, following the renewal of grant funds by the Fund for Improvement in Post Secondary Education (FIPSE), Department of Education, through a second Congressional Earmark. Originator : Dr. Philip R. Day, Jr.,

	ORIGINAL RESOLUTION NUMBER	GRANTOR/ CONTRACTOR	CONTRACT DATE	ORIGINAL TOTAL AMOUNT	CHANGE	NEW TOTAL NOT TO EXCEED	COMMENTS; ORIGINATOR
C	020627-B5	Development Institute	July 1, 2002 – June 30, 2003	*$205,000	Increase total by $15,000	$220,000	Increased fees for technical assistance provided for student development , support for Title III, & technology planning particularly for intercampus connectivity and planning and coordination for desktop computer rollout Originator: Dr. Philip R. Day, Jr.

RECOMMENDATION:

RESOLVED: That the Board authorizes the specified amendment to the Resolution as indicated in the table, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

CITY COLLEGE OF SAN FRANCISCO
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DATE: June 26, 2002 **C1**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: EQUIPMENT, SUPPLIES & SERVICES
Procurement of Equipment, Supplies, Services, Etc., less than $3,000
(Resolution No. 030626-C1)

BACKGROUND INFORMATION:

Listed below is a summary of purchases for equipment, supplies, and services in individual amounts of less than $3,000. Investigation indicates that they are necessary for the support of District operations, and therefore are recommended for approval by the Board of Trustees. It is certified that the items summarized below are in accord with the Board of Trustees policy and that funds are available to cover payment.

RECOMMENDATION:

RESOLVED: That approval be and is hereby given for the procurement of the equipment, supplies, services, etc., totaling $260,686.11 individual amounts of less than $3,000 not heretofore approved as summarized and detailed below:

Direct Payments	$ 37,853.55
Purchase Orders	205,292.02
Travel/Mileage	17,540.54
GRAND TOTAL:	$ 260,686.11

James Kendrix, Originator

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Date: June 26, 2003 **C2**

To: Board of Trustees

From: Dr. Philip R. Day, Jr., Chancellor

Subject: **EQUIPMENT, SUPPLIES & SERVICES**
Procurement of Equipment, Supplies, Services, Etc., more than $3,000
(Resolution No. 030626-C2)

BACKGROUND INFORMATION:

The following departmental requests for the purchase of supplies, equipment, and services have been received. Investigation indicates that they are necessary for the support of District operations, and therefore are recommended for approval by the Board of Trustees. It is certified that the items summarized below are in accord with the Board of Trustees policy and that funds are available to cover payment.

RECOMMENDATION:

RESOLVED: That approval be and is hereby given for the procurement of the equipment, supplies, services, as detailed in Attachment "A'.

GRAND TOTAL : $ 1,788,770.48

James Kendrix, Originator

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Attachment A

	A	B	C	D	E	F	G	H	I	J	K
1		Fund	Org	Acct	Prog	Aty	Department	Vendor	Doc	Amount	Description
2		U	3542	5650	6550	S	M&R - Buildings	Calpacific Equipment Co., Inc.	POB1727	6,082.14	Maintenance & Repair - Equipment
3		U	3569	5640	6770	S	Custodial Services	Lewis & Taylor	POB0614	4,550.00	Maintenance & Repair - Non Equipment
4		U	4900	4303	6799	S	Central Services	Standard Chair of Gardner	POA5219	11,766.00	Other Supplies
5	+	U	4900	5190	6770	S	Central Services	Macias Consulting Group Inc	TPB0909	5,273.75	Other Consulting
6		U	7660	5803	1500	C	Dean's Office-International Ed/ESL	Study in the USA	DPA9096	4,365.00	Other Advertising
7		U	9500	5656	6780	S	Instructional Computer Lab	Gallery Systems Inc	POB1905	4,868.79	Software License Fee
8		PYRL	9900	9742	9900	S	Payroll Fund	Public Emp. Retirement System	VP97260S	7,263.66	Retirement
9		PYRL	9900	9742	9900	S	Payroll Fund	Public Emp. Retirement System	VP97260U	7,357.75	Retirement
10		PYRL	9900	9742	9900	S	Payroll Fund	Public Emp. Retirement System	VP97260T	7,357.79	Retirement
11		PYRL	9900	9754	9900	S	Payroll Fund	Safeco Life Insurance Co	VP47287H	15,601.85	Life Insurance
12								**Total Unrestricted**		**74,486.73**	
13											
14	*	121022	7224	5190	0400	C	NSF-Fix-a-Gene (Due-0202327) Yr-2	Kerr H	PSA9414	8,000.00	Other Consulting
15	*	121022	7224	5190	0400	C	NSF-Fix-a-Gene (Due-0202327) Yr-2	Weiler D	PSA9413	20,000.00	Other Consulting
16	*	121143	7176	5190	6470	N	Alameda County-Meyer Sound Training	Stone L	PSB1236	4,550.00	Other Consulting
17	*	121145	7114	5190	6490	N	WIA-Muni Career Ladder	Nakata L	PSB0717	4,000.00	Other Consulting
18	*	121216	7421	5190	6840	S	CTCA/SBDC C02-0052 YR2003	Camerato T	PSB2024	5,000.00	Other Consulting
19	*	121216	7421	5190	6840	S	CTCA/SBDC C02-0052 YR2003	Dean J	PSB2025	5,000.00	Other Consulting
20	*	121216	7421	5190	6840	S	CTCA/SBDC C02-0052 YR2003	Wright G	PSB2026	5,000.00	Other Consulting
21		121248	8180	4302	1500	N	ABE 321 Workforce Investment 02-03	Delaney Educational Enterprises - Soft	POB0579	3,133.92	Computer Supplies
22		121248	8180	4302	1500	N	ABE 321 Workforce Investment 02-03	McGraw Hill Contemporary (ESL)	POB0756	11,735.00	Computer Supplies
23		121248	8180	4304	1500	N	ABE 321 Workforce Investment 02-03	CCSF Bookstore	PO94633	3,252.84	Durable Supplies
24		121248	8180	4304	1500	N	ABE 321 Workforce Investment 02-03	Troxell Communications, Inc.	POB0589B	3,424.26	Durable Supplies
25		121248	8180	4304	1500	N	ABE 321 Workforce Investment 02-03	Omnipro Systems Inc.	POB1903	3,537.10	Durable Supplies
26		121248	8180	4304	1500	N	ABE 321 Workforce Investment 02-03	Audio Graphic Systems	POB0664A	6,649.99	Durable Supplies
27		121248	8180	4304	1500	N	ABE 321 Workforce Investment 02-03	Wintec Industries	POA2978	8,430.47	Durable Supplies
28		121248	8180	4304	1500	N	ABE 321 Workforce Investment 02-03	Micro Warehouse Gov/Ed, Inc.	POA2981	10,930.41	Durable Supplies
29		121248	8180	4304	1500	N	ABE 321 Workforce Investment 02-03	Wintec Industries	POA2977	16,502.87	Durable Supplies
30		121510	7208	5656	0200	C	Vatea IIC 02-03	Klein Educational Systems	POB0287	17,250.00	Software License Fee
31		121510	7208	5656	0200	C	Vatea IIC 02-03	Autodesk Inc	POB0287B	17,250.00	Software License Fee
32		121510	7224	6414	6499	C	Vatea IIC 02-03	Applied Biosystems	POA6842	3,601.43	Miscellaneous Equipment - Addition
33		121510	7421	5656	0500	N	Vatea IIC 02-03	Computerland of Silicon Valley	POA9958	10,017.82	Software License Fee
34		121510	7516	6414	1000	C	Vatea IIC 02-03	Troxell Communications, Inc.	POA7788	8,004.29	Miscellaneous Equipment - Addition
35		121510	7546	6414	1000	C	Vatea IIC 02-03	Calumet Photographic	POA3474	28,314.04	Miscellaneous Equipment - Addition
36		121535	7173	5802	6470	S	Vatea T1A-BARC-Ph3 SFBay Career	The Dot Printer	POB1964	3,090.08	Print Advertising
37		123529	6210	5210	6450	C	FSS/MCHS - Yr4 02-03	Middle College H.S. National Consortiu	DPA8883	5,250.00	Travel - Non Local
38		123591	7725	4303	1200	C	Eco-ADNP 01-04-CT#01-NUR-010	Bay Area Surgical Co., Inc.	POA0392	3,998.24	Other Supplies
39	+	123856	9500	6413	6780	S	Instr Equip & Materials 02-03	Dell Financial Services	TPB1940	55,411.44	Computer Equipment - Addition
40		123885	2058	5190	6750	S	Telecommunications & Tech 01-02	Gallery Systems Inc	POB1905	4,000.01	Other Consulting
41		123886	2510	6413	6780	S	Telecommunications & Tech 02-04	Wire One Technologies	POA8561	24,355.01	Computer Equipment - Addition
42		123886	9320	6304	6120	C	Telecommunications & Tech 02-04	Community College League Of California	DPA8556	36,522.67	Hazardous Materials
43		125018	7720	5190	1200	C	The CA Endowment Welcome Back YR3	Alindor Y	PSB0910	5,000.00	Other Consulting
44		125051	0050	5190	6600	S	CCSF-Foundation/Koret-Basic Skills	Schiorring E	PSB0709	10,000.00	Other Consulting
45	+	211202	7376	5210	2100	S	Ca Early Childhd Mentor 02-03	Bayporter Express	TPA2739	3,428.00	Travel - Non Local
46	+	221010	7138	4211	6940	C	Hotel/Restaurant	Wilcox Frozen Foods	TPA4211A	5,439.34	Cafeteria Food COGS
47	*	412851	8062	6202	7100	S	HM 01-02#1 Mech Rm Pipe Lag Abte PH	Landmark Building & Engineering Contra	CTA7308	4,000.00	Construction in Progress
48	*	42037C	8060	6202	7100	R	North Gym Exer Room#0120-Ren	Ng's Landmark Building & Engineering	CTA7269	9,000.00	Construction in Progress
49	*	42045P	8054	6201	7100	R	Bond Proj A & E Services	Baker Vilar Architects	CT41134A	8,688.23	Planning Costs
50	*	42045P	8054	6201	7100	E	Bond Proj A & E Services	Baker Vilar Architects	CT41134A	9,494.44	Planning Costs

+ equals annual payments to be paid on a monthly basis

* equals encumbrances to be paid by multiple payments during the fiscal year

Attachment A

	A	B	C	D	E	F	G	H	I	J	K
1		Fund	Org	Acct	Prog	Aty	Department	Vendor	Doc	Amount	Description
51	*	42045P	8063	6201	7100	E	Bond Proj A & E Services	Baker Vilar Architects	CT41134A	5,039.00	Planning Costs
52	*	42045P	8063	6201	7100	R	Bond Proj A & E Services	Baker Vilar Architects	CT41134A	45,892.00	Planning Costs
53	*	42045P	8066	6201	7100	E	Bond Proj A & E Services	Baker Vilar Architects	CT41134A	4,254.12	Planning Costs
54	*	42045P	8066	6201	7100	R	Bond Proj A & E Services	Baker Vilar Architects	CT41134A	18,569.61	Planning Costs
55	*	42045P	8210	6201	7100	E	Bond Proj A & E Services	Baker Vilar Architects	CT41134A	31,338.00	Planning Costs
56	*	42045P	8411	6201	7100	E	Bond Proj A & E Services	Mock/Wallace Architects	CT41008D	3,366.85	Planning Costs
57	*	42045P	8610	6201	7100	H	Bond Proj A & E Services	Mock/Wallace Architects	CT41008D	7,000.00	Planning Costs
58	*	42045P	8811	6201	7100	H	Bond Proj A & E Services	Mock/Wallace Architects	CT41008D	67,387.92	Planning Costs
59	*	42045P	8812	6201	7100	A	Bond Proj A & E Services	Mock/Wallace Architects	CT41008D	4,769.84	Planning Costs
60	*	42045P	8812	6201	7100	R	Bond Proj A & E Services	Mock/Wallace Architects	CT41008D	7,443.55	Planning Costs
61	*	42045P	8812	6201	7100	E	Bond Proj A & E Services	Mock/Wallace Architects	CT41008D	13,952.31	Planning Costs
62	*	42045P	8812	6201	7100	H	Bond Proj A & E Services	Mock/Wallace Architects	CT41008D	21,272.30	Planning Costs
63	*	420658	8510	6202	7100	H	SM 99-00 DTN ELEV CAB-PH	KONE, Inc.	CTA6128	221,400.00	Construction in Progress
64	*	420662	8510	6201	7100	H	SM 99-00 DTN BLDG. HVAC REPAIR .	Hazard Management Services Inc	CTA7219	21,500.00	Planning Costs
65	*	420663	8067	6202	7100	R	SM 99-00 PH TENNIS CRT IRRIG DIST	Alpha Bay Builders, Inc.	CTA7235	176,000.00	Construction in Progress
66		420673	8510	6203	7100	H	SM 00-01 dtn-Modify Bldg Main Entrn	BPS Reprographic Services	DPA7222	3,040.75	Project Management
67		420673	8510	6203	7100	H	SM 00-01 dtn-Modify Bldg Main Entrn	Cor-O-Van Moving & Storage Co., Inc.	DPA7245	3,187.12	Project Management
68	*	420692	8062	6203	7100	H	SM 01-02 Sci Hal-Bldg Fire Alrm Sys	William M Koenig Consulting & Inspecti	CTA7314	10,200.00	Project Management
69	*	42102M	8510	6203	7100	R	Ren-DTn Illumntd Ext Signs-Mgmt	Inspection Services, Inc.	CTA7312	3,000.00	Project Management
70		42143C	8812	9704	7100	H	HS-John Adams Canopies	KTY Enterprises, Inc.	DP99490	8,065.16	Contractor Retention
71	*	42147M	8067	6203	7100	H	HS-Ocean Camp Emerg Fire Alarm Repr	Inspection Services, Inc.	CTA6176	20,000.00	Project Management
72	*	42158C	8076	6202	7100	R	REN-Bungalow 615 Outreach Relocatio	Cresci Electric, Inc	CTA7322	7,080.00	Construction in Progress
73	*	42161M	8811	6203	7100	H	HS-2003 Modernization	IHI Environmental	CTA6057	6,000.00	Project Management
74	*	42166C	8610	6202	7100	H	HS-33 Gou Exterior Door Replacement	Avalon Restoration Company	CTA7243	4,962.50	Construction in Progress
75	*	42167M	8062	6203	7100	R	REN-Sci Hll Window Replc & Facade	William M Koenig Consulting & Inspecti	CTA7313	30,600.00	Project Management
76	*	42168P	8067	6201	7100	T	TECH-Various Tech Expansion Proj	Angus Hammer Networking	CTA5585B	49,999.99	Planning Costs
77	*	42170C	8510	6202	7100	H	HS-Downtown Campus-Fuel Line Repair	Gettler-Ryan Inc.	CTA6095	6,380.00	Construction in Progress
78	*	42171P	8510	6201	7100	H	HS-Dwntwn Elevator Controller Repla	Hazard Management Services Inc	CTA7219	22,000.00	Planning Costs
79		42172C	8411	6202	7100	R	REN-Old Mission DPW Painting	Department of Public Works	DPA5055	12,311.76	Construction in Progress
80		431501	8312	6201	7100	S	New Chinatown/North Beach Campus	Skidmore, Owings & Merrill LLP	DPA8733	10,475.00	Planning Costs
81		432001	8710	6202	7100		Seismic Upgrade and Improvements	Keenan & Associates	DPA7254	61,348.00	Construction in Progress
82	*	432502	8062	6202	7100		CNIT Remodel	Ng's Landmark Building & Engineering	CTA6134A	4,253.39	Construction in Progress
83		432503	8067	6413	7100		E-Mail Upgrade	Dell Computer Corporation	POB1938	5,610.75	Computer Equipment - Addition
84	*	432504	8067	6202	7100		Firewall Upgrade	Angus Hammer Networking	CTA5585B	4,050.04	Construction in Progress
85	*	432505	8067	6202	7100		Server Support	Angus Hammer Networking	CTA5585B	21,764.97	Construction in Progress
86		432840	8067	6413	7100		Multimedia Classrooms	CCSF Bookstore	POA9835	3,871.29	Computer Equipment - Addition
87		432840	8067	6413	7100		Multimedia Classrooms	Dell Computer Corporation	POB1901	7,135.85	Computer Equipment - Addition
88		432840	8067	6413	7100	S	Multimedia Classrooms	Gallery Systems Inc	POB1905	9,230.78	Computer Equipment - Addition
89	*	433005	8510	6201	7100		Downtown Campus Ground Floor Renova	Regency Virtual Studio	CTA7236	10,000.00	Planning Costs
90	*	433005	8510	6201	7100		Downtown Campus Ground Floor Renova	Barcelon & Jang	CT41343A	121,500.00	Planning Costs
91	*	433007	8510	6202	7100		Downtown Campus Elevator Upgrade	KONE, Inc.	CTA6128	227,769.00	Construction in Progress
92								**Total Restricted**		**1,714,283.75**	
93											
94								**Total Unrestricted and Restricted**		**1,788,770.48**	

+ equals annual payments to be paid on a monthly basis
* equals encumbrances to be paid by multiple payments during the fiscal year

CITY COLLEGE OF SAN FRANCISCO
50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: June 26, 2003 **C3**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **GRANTS**
Acceptance of Gifts
(Resolution No. 030626-C3)

BACKGROUND INFORMATION:

SFCCD Policy Manual Section 8.08 Acceptance of Gifts provides that (1) motor vehicles, (2) aircraft, (3) cash exceeding $250, (4) securities, (5) precious stones, (6) precious metals, (7) goods other than (1) or (2) above with a market value exceeding $1,500, be accepted by the SFCCD only by resolution of the Board of Trustees.

SHARED GOVERNANCE REVIEW:

Yes _____: No ___X__: If yes, which committee: _____
Date of Review: _____

RECOMMENDATION:

WHEREAS: The SFCCD has been tendered the gifts detailed in Attachment A;

WHEREAS: Vice Chancellor of Academic Affairs Frances Lee declares that these gifts will enhance the instructional program of the San Francisco Community College District;

THEREFORE BE IT RESOLVED: That the Chancellor and the Vice Chancellor of Finance and Administration or their designees, are hereby authorized to accept the gifts listed on Attachment A for and in the name of the San Francisco Community College District;

FURTHER BE IT RESOLVED: That upon transfer of legal title of these gifts described in Attachment A, the Secretary of the SFCCD Board of Trustees is directed to notify the donors of acceptance of the gifts by the governing board.

Dr. Kathleen Sullivan Alioto, Originator

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ATTACHMENT A
RESOLUTION: 030626— C3

DESCRIPTION	DONOR	BENEFICIARY	MARKET VALUE DECLARED BY DONOR
May 2003			
1) Cash	U.S. Treasury National Service Award	CCSF Student` Winston Tinsley	$ 2,362.50
2) Cash	Elizabeth Lau 470 Ortega Street San Francisco, CA 94121	CCSF Student Jie Ying Qiu	$ 500.00
3) Cash	Charles J. Burke 2451 le Conte, Apt. 302 Berkeley, CA 94709	General Scholarships	$ 1,500.00
4) Cash	Swinerton Builders 260 Townsend Street San Francisco, CA 04107	Latino Services Scholarship	$ 1,000.00
5) Cash	Don's Key and Lock 3277 Mission Street San Francisco, CA 94110	Latino Services Scholarship	$ 500.00
6) Cash	Double A Corp. 2985 San Bruno Avenue San Francisco, CA 94110	Latino Services Scholarship	$ 500.00

ATTACHMENT A
RESOLUTION: 030626— C3

DESCRIPTION	DONOR	BENEFICIARY	MARKET VALUE DECLARED BY DONOR
May 2003			
7) Cash	Mesa Redonda Panamerica 2314 – 40th Avenue San Francisco, CA 94116	Pan American Round Table Scholarship	$ 2,000.00
8) Cash	Scarborough Insurance Agency 333 Bryant Street, #210 San Francisco, CA 94107	Latino Services Scholarship	$ 1,000.00
9) Cash	U.S. Treasury National Service Award	CCSF Student David Whitaker	$ 1,050.00
10) Cash	Karl J. Smith CCSF Nursing Faculty Cloud 340H	Jenkins Summers Scholarship	$ 340.00
11) Cash	Stephen J. Dever 2380 Toyon Way San Bruno, CA 94066	Linda and Steve Dever Scholarship	$ 800.00

CITY COLLEGE OF SAN FRANCISCO
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DATE: June 26, 2003 **C4**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr. Chancellor

Subject: **DISPOSAL OF EQUIPMENT**
Disposal of Personal Property with Insufficient Sales Value
(Resolution No. 030626-C4)

BACKGROUND INFORMATION:

It has been determined that the property identified in Schedule A is unsatisfactory and not in serviceable condition, and is of insufficient value to defray cost of arranging a Sale. It is recommended that the property be disposed of through recycling or through Regular waste disposal services.

California Education Code Section 81452 reads in part as follows: " (c) If the Board by a Unanimous vote of those members present, finds that the property is of insufficient value to defray the cost of arranging a sale, it may be disposed of in the local public dump".

The College has implemented a program where it makes such property available to Got Junk and Scarp Scrounger's center for reusable art parts, non profits organizations, prior to disposal.

SHARED GOVERNANCE REVIEW:

Yes____; No __X_ ; If yes, which committee:_____
Date of Review:_____
(A Negative Response indicates that a Review is not necessary)

RECOMMENDATION:

RESOLVED: That authorization is hereby granted to dispose of all unsatisfactory and unserviceable equipment listed on Schedule A,

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designee are hereby authorized to execute any and all documents on behalf of the College to effectuate this resolution.

James Kendrix, Originator

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Item Name	MFG.	Model No.	Serial No.	C.C.S.F.	Acquisition	Department
Computer	Apple	6115CD	S04491153FN		1996	EVANS
Computer	Apple	6115CD	FC52668MSQU		June-05	EVANS
Nu Arc Platemaker	Nu Arc	FT40L	5CTD85003		Unknown	Visual Arts
Copier	Gestetner	5270	Unknown		Unknown	Ocean
Spirit Duplicator	AB Dick	217	842095		Unknown	Batmale Hall
Spirit Duplicator	Bell & Howell	9D31	23769		Unknown	Batmale Hall
Spirit Duplicator	Bell & Howell	9D31	10728		Unknown	Batmale Hall
Spirit Duplicator	Bell & Howell	9D31	22017		Unknown	Batmale Hall
Spirit Duplicator	Bell & Howell	9D31	23646		Unknown	Batmale Hall
Spirit Duplicator	Bell & Howell	9000	145709		Unknown	Batmale Hall
Protable Sewing Machine	Singer	35451	206410045		Unknown	MIS
Protable Sewing Machine	Singer	34937	127310005		Unknown	MIS
Power Computing Mac Clones	Power Computing	150	1422474		1996-1997	Ocean
Power Computing Mac Clones	Power Computing	150	1422482		1996-1997	Ocean
Power Computing Mac Clones	Power Computing	150	1422480		1996-1997	Ocean
Power Computing Mac Clones	Power Computing	150	1422479		1996-1997	Ocean
Power Computing Mac Clones	Power Computing	150	1422476		1996-1997	Ocean
Power Computing Mac Clones	Power Computing	150	1448651		1996-1997	Ocean
Power Computing Mac Clones	Power Computing	150	1466820		1996-1997	Ocean
Power Computing Mac Clones	Power Computing	150	1466823		1996-1997	Ocean
Power Computing Mac Clones	Power Computing	150	1422478		1996-1997	Ocean
Power Computing Mac Clones	Power Computing	150	1422477		1996-1997	Ocean
Power Computing Mac Clones	Power Computing	150	1466821		1996-1997	Ocean
Power Computing Mac Clones	Power Computing	150	1466819		1996-1997	Ocean
Power Computing Mac Clones	Power Computing	150	1466818		1996-1997	Ocean
Power Computing Mac Clones	Power Computing	150	1422481		1996-1997	Ocean
Power Computing Mac Clones	Power Computing	150	1422483		1996-1997	Ocean
Power Computing Mac Clones	Power Computing	150	1304654		1996-1997	Ocean
Power Computing Mac Clones	Power Computing	132	20798		1996-1997	Ocean
Power Computing Mac Clones	Power Computing	132	20796		1996-1997	Ocean
Power Computing Mac Clones	Power Computing	132	20791		1996-1997	Ocean
Power Computing Mac Clones	Power Computing	132	20801		1996-1997	Ocean
Power Computing Mac Clones	Power Computing	132	20797		1996-1997	Ocean
Power Computing Mac Clones	Power Computing	132	20810		1996-1997	Ocean
Power Computing Mac Clones	Power Computing	132	20792		1996-1997	Ocean
Power Computing Mac Clones	Power Computing	132	20793		1996-1997	Ocean

Item Name	MFG.	Model No.	Serial No.	C.C.S.F.	Acquisition	Department
Power Computing Mac Clones	Power Computing	132	20802		1996-1997	Ocean
Power Computing Mac Clones	Power Computing	180	1431613		1996-1997	Ocean
Power Computing Mac Clones	Power Computing	180	1431613		1996-1997	Ocean
Power Computing Mac Clones	Power Computing	180	1431412		1996-1997	Ocean
Power Computing Mac Clones	Power Computing	180	1497468		1996-1997	Ocean

CITY COLLEGE OF SAN FRANCISCO
50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: June 26, 2003 **F1**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **Human Resources**
Resignation with the Intent to Retire
Educational Academic Administrator
(Resolution No. 030626 – F1)

BACKGROUND INFORMATION:

Resolution No. 030626 – F1 covers the resignation with the intent to retire of an educational academic administrator.

SHARED GOVERNANCE REVIEW:

Yes _____; No __X___; If yes, which committee: _____
Date of Review: _____

RECOMMENDATION:

RESOLVED: That the resignation with the intent to retire of SANDRA HANDLER from any and all employment with the San Francisco Community .College District be accepted, effective close of business June 30, 2003.

Clara Starr, Originator

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CITY COLLEGE OF SAN FRANCISCO
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DATE: June 26, 2003 **F2**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **Human Resources**
Resignation with the Intent to Retire
Educational Academic Administrator
(Resolution No. 030626 – F2)

BACKGROUND INFORMATION:

Resolution No. 030626 – F2 covers the resignation with the intent to retire of an educational academic administrator.

SHARED GOVERNANCE REVIEW:

Yes _____; No __X____; If yes, which committee: _____
Date of Review: _____

RECOMMENDATION:

RESOLVED: That the resignation with the intent to retire of FRANCES LEE from any and all employment with the San Francisco Community College District be accepted, effective close of business June 30, 2003.

Clara Starr, Originator

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CITY COLLEGE OF SAN FRANCISCO
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DATE: June 26, 2003 **F3**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **Human Resources**
Resignation with the Intent to Retire
Exempt Grant-Funded
Educational Academic Administrator
(Resolution No. 030626 – F3)

BACKGROUND INFORMATION:

Resolution No. 030626 – F3 covers the resignation with the intent to retire of an exempt grant-funded educational academic administrator.

SHARED GOVERNANCE REVIEW:

Yes _____; No __X____; If yes, which committee: _____
Date of Review: _____

RECOMMENDATION:

RESOLVED: That the resignation with the intent to retire of BERNICE BROWN from any and all employment with the San Francisco Community College District be accepted, effective close of business June 30, 2003.

Clara Starr, Originator

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CITY COLLEGE OF SAN FRANCISCO
50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: June 26, 2003 **F4**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **Human Resources**
Resignation with the Intent to Retire
Non - Educational Academic Administrator
(Resolution No. 030626 – F4)

BACKGROUND INFORMATION:

Resolution No. 030626 – F4 covers the resignation with the intent to retire of an non-educational academic administrator.

SHARED GOVERNANCE REVIEW:

Yes _____; No __X____; If yes, which committee: _____
Date of Review: _____

RECOMMENDATION:

RESOLVED: That the resignation with the intent to retire of DANIEL ST. JOHN from any and all employment with the San Francisco Community College District be accepted, effective close of business June 30, 2003.

Clara Starr, Originator

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CITY COLLEGE OF SAN FRANCISCO
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F5

DATE: June 26, 2003

TO: Board of Trustees

FROM: Dr. Anita Grier, President – Board of Trustees
Dr. Natalie Berg, Chair – Personnel Committee

SUBJECT: HUMAN RESOURCES
Commending Chancellor Philip R. Day Jr., and Authorizing Employment Agreement Amendments, including Term Extension and Increment
(Resolution No. 030626-F5)

BACKGROUND INFORMATION:

Chancellor Philip R. Day, Jr, has completed another year of dedicated service to City College of San Francisco. Dr. Day continues to build bridges with the communities in San Francisco to ensure that the College responds to the diverse needs and aspirations of its students. The various College constituents recognize his profound commitment to the well being of the institution. Dr. Day has also brought new visibility to City College on the State level and has worked tirelessly to secure and increase financial support for College programs and facilities. Dr. Day is to be commended for his outstanding service.

With regard to the Chancellor's annual performance evaluation for the 2002-2003 college year, the Board had determined that his performance was fully satisfactory; consequently the renewal provisions of the Chancellor's employment agreement are triggered. The term of the agreement shall be extended through June 30, 2006.

With regard to evaluation, the current agreement provides that the Board shall evaluate the Chancellor no later than September 30 of each year. However, in practice the Board has completed the Chancellor's evaluation by June 30 of each year. The Chancellor's employment agreement will be amended to stipulate that his evaluation shall occur no later than June 30 of each year unless mutually agreed otherwise.

BOARD OF TRUSTEES
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JOHNNIE [illegible] JR. • [illegible] MARKS III • JULIO J. RAMOS, ESQ. • RODEL E. RODIS • RICHARD CANTORA, STUDENT TRUSTEE
DR. PHILIP R. DAY, JR., CHANCELLOR

Currently, the Chancellor's agreement provides a cost-of-living adjustment (COLA) payable at the beginning of each fiscal year beginning July 1. However, the agreement provides for an increment that becomes effective at the beginning of the following calendar year based on evaluation. Since the evaluation is completed by June 30 of any given year, the agreement should be further amended to state that the increment is made effective at the beginning of the following fiscal year (July 1), to correspond with the annual Cost-of-Living Adjustment (COLA). It should be emphasized that the Chancellor is subject to the same salary restriction applicable to all other District employees in that he will not receive an increment or COLA for the time period of July 1, 2002 through June 30, 2004.

RECOMMENDATION:

RESOLVED: With regard to the Chancellor's annual performance evaluation for the 2002-2003 college year, the Board determines that his performance was fully satisfactory thus triggering the renewal provisions of the Chancellor's employment agreement. The Chancellor's extended term is through June 30, 2006.

FURTHER BE IT RESOLVED: That Board of Trustees of the San Francisco Community College District hereby amends its employment agreement with Chancellor Philip R. Day, Jr. as follows:

1. The annual Evaluation of the Chancellor by the Board will be completed by June 30 of each year;

2. Increments shall be payable to the Chancellor on July 1 of each year in conjunction with the Cost-of-Living Adjustment (COLA). Such change shall become effective on July 1, 2003;

3. Any COLA's or increments payable to the Chancellor are paid only when such COLA's or increments are paid to other full-time District employees effective July 1, 2002 through June 30, 2004.

FURTHER BE IT RESOLVED: That the President of the Board of Trustees is hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Originator, Ronald Lee

CITY COLLEGE OF SAN FRANCISCO
50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: June 26, 2003

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **Academic Employees**
Credit Program/Non-Credit Program
District Funded
City College of San Francisco
(Resolutions 030626-G1-G8)

BACKGROUND INFORMATION:

These resolutions cover district funded academic employees appointments and/or other related personnel transactions. Unless otherwise indicated in the resolution, appointments are classified as temporary. Board of Trustees approval is required.

The following resolutions are recommended for adoption.

Clara Starr, Originator

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DR. PHILIP R. DAY, JR., CHANCELLOR

RESOLUTION 030626-G1

TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC
EMPLOYEES: General Fund, Unrestricted

RESOLVED: That the following named persons be appointed to temporary part-time academic assignments for the semester and department shown. Employment is contingent upon adequate class enrollment, possession of applicable minimum qualifications and/or applicable credential, tuberculosis clearance, assignment availability under Article 13-1 of the AFT contract and completion of all District documents necessary to establish eligibility for appointment. Salary shall be in accordance with the appropriate instructional/non instructional rates as provided by Article 20 of the AFT contract. Total assignments for temporary part-time academic employees shall not exceed 60% of the hours per week considered a full-time assignment for regular employees having comparable duties. Total overload/extra pay assignments for full-time academic employees shall be in accordance with the relevant provisions of the appropriate bargaining contracts and the City College of San Francisco Faculty Handbook.

SPRING 2003

(+: Full-time overload/extra pay)
(*: New hourly academic employee)

	Name	Department	Division
+	Calderon, Vivian J	Research and Planning	NonCredit
+	Collins, Susan J	Theater Arts	Credit
+	Elvin, Jean M	Phys Education & Dance	Credit
	Escobido, Jason A	Apprenticeship	NonCredit
	Griffin, Bernice Y	Extended Oppo Prog & Services	Credit
+	Guthrie, Michael J	Biological Sciences	Credit
+	Holden, Myrna Q	Student Health	Credit
	Stewart, Debra M.	African american scoholastic Pg	Credit
	Walker, Onna M	Health Care Technology	Credit

G1 Spring 2003: 9

SUMMER 2003

(+: Full-time overload/extra pay)
(*: New hourly academic employee)

	Name	Department	Division
	Ali, Susana M	Latino Services Network	Credit
	Andrien, Susan	English	Credit
+	Ayala, Hilda M	English As a Second Language	Credit
	Babin, Joanne W	English	Credit
	Beyer, Karyn J	Broadcast Electronic Media Art	Credit
	Blumenthal, Sheryl L	Counseling Continuing Students	Credit
+	Brinson, Rosemary	Counseling Continuing Students	Credit
	Brothers, Jo E	Consumer Education	Credit
	Brown, Lori L.	Library Services	Credit
+	Cheng, Eva Yuen-Wan	Counseling New Students	Credit
+	Chong-Delon, Patty P	Counseling Continuing Students	Credit
	Chrystal, Yolanda	Counseling Continuing Students	Credit
	Clark, Dani L	English As a Second Language	NonCredit
	Clark, Patrick E.	Computer Science	Credit
	Cook, Kevin M.	English	Credit
	Damato, Lawrence R.	Counseling Transfer Students	Credit
	Dulman, Marc	English	Credit
	Edwardson, Lawrence H	English As a Second Language	NonCredit
	Fiandaca, Anastasia L	Latino Services Network	Credit

TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC EMPLOYEES: General Fund, Unrestricted

	Fisher, Robert E	African American Scholastic Pg	Credit
+	Fregly, Carol A	English	Credit
	Garcia, Rita A	Computer Science	Credit
+	Garfinkle, Joan M	Counseling New Students	Credit
+	Gee, Coleen L	Counseling New Students	Credit
+	Glanzer, Carole S	English As a Second Language	Credit
+	Goodyear, William J	Counseling Continuing Students	Credit
	Gutierrez, Eusebio R	Broadcast Electronic Media Art	Credit
+	Hamilton, Edward F	Hospitality Training	NonCredit
	Hammerich, Keith C	Hotel & Restaurant Operation	Credit
+	Hammerich, Keith C	Cul Arts & Hospitality Studies	Credit
+	Harris, Julie	Counseling International Study	Credit
	Hudspeth, Charles M	Music	Credit
+	Huynh, Kim-Dung L	Counseling Continuing Students	Credit
+	Jew, Carl	Counseling Transfer Students	Credit
+	Johnson, Dennis R	English As a Second Language	Credit
	Kipp, Ana R.	Transitional Studies	NonCredit
+	Kuusisto, Sharon	Foreign Languages	Credit
	Lee, Terry	Counseling Continuing Students	Credit
	Leech, Marla	Broadcast Electronic Media Art	Credit
	Lemley, Jamiel H	Bus/Office Tech/Small Bus	Credit
	Lenetaki, Sophia	Language Center	Credit
	Liou, Joyce L.	Language Center	Credit
	Liu, Renee Y R	Mathematics	Credit
	Martinez, Antonio E.	Latino Services Network	Credit
	McCarthy, Monica R	Counseling Continuing Students	Credit
+	McKnight, Lindy L	Counseling Continuing Students	Credit
	Messina, Tamera Ann	Financial Aid	Credit
+	Morales, Leslie	Bus/Office Tech/Small Bus	Credit
	Munroe, Jeffrey Powers	Photography	Credit
	Ng, Veronica	Counseling New Students	Credit
	Nguyen, Chau B	English As a Second Language	NonCredit
	Odell, John Mainard	Broadcast Electronic Media Art	Credit
+	Owens, Juanita L	Counseling New Students	Credit
+	Owens, Rhonella C	Counseling Continuing Students	Credit
	Pahl, Leslie A	Language Center	Credit
	Papini, Rita	Counseling New Students	Credit
	Pennekamp, Nancy	Language Center	Credit
	Perez, Jorge L.	Financial Aid	Credit
	Phillips, Andrea S	Counseling New Students	Credit
+	Podenski, Francine	Broadcast Electronic Media Art	Credit
	Punsalan, Douglas	Film Production	Credit
+	Quadra, Indiana G	Career Dev & Placement Ctr	Credit
	Rappaport, Stanford A.	Language Center	Credit
+	Rendon, Peggy T	Counseling New Students	Credit
	Romero, Manuel G	Counseling	Credit
	Rowe, Peter C	Physics	Credit
	Ruiz, Marvin A	Counseling	Credit
	Sieglitz, Michele R	Broadcast Electronic Media Art	Credit
	Spano, Giorgio	Technology-Mediated Instruct'n	Credit
+	Sparks, Jack D.	Counseling New Students	Credit

+	Sparks, Jack D.	Counseling Continuing Students	Credit
+	Spears, Deanne K	English	Credit
+	Spingola-Connolly, Jea	Counseling New Students	Credit
	Stoffers, Peter L	Counseling New Students	Credit
	Stoffers, Peter L	Counseling Continuing Students	Credit
+	Tam, Mo-Shuet	English As a Second Language	Credit
+	Thomas, Barbara E	Career Dev & Placement Ctr	Credit
+	Thompson, Sarah	Counseling Continuing Students	Credit
+	Ubungen, Dennis F	Counseling	Credit
+	Ubungen, Josephine M	Career Dev & Placement Ctr	Credit
	Valiente, Herving	Counseling New Students	Credit
	Valiente, Herving	Counseling Continuing Students	Credit
+	Verdugo, Diana L	Financial Aid	Credit
	Vogt, Lee Arno	English As a Second Language	NonCredit
	Watson, John E	Counseling New Students	Credit
+	Weichert, Karen	English As a Second Language	Credit
	Wells, Wallace E	Counseling New Students	Credit
	Williams, Kirstin E	Student Activities, Coach	Credit
	Wise, Nicole Y	Counseling New Students	Credit
+	Yee, Sue L	Counseling New Students	Credit
+	Yiu, Winnie Lai Fai	Financial Aid	Credit
+	Yngojo, Marcus R	Counseling New Students	Credit
	Yu, Howard K	Counseling New Students	Credit
	Yue, SingKin	Counseling New Students	Credit

G1 Summer 2003: 94

Total for G1: 103

SOLUTION 030626-G2

TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC
EMPLOYEES: General Fund, Restricted

RESOLVED: That the following named persons be appointed to temporary part-time academic assignments for the semester, department and restricted program shown. Employment is contingent upon funds available in the applicable restricted program. Employment is contingent upon adequate class enrollment, possession of applicable minimum qualifications and/or applicable credential, tuberculosis clearance, assignment availability under Article 13-1 of the AFT contract and completion of all District documents necessary to establish eligibility for appointment. Salary shall be in accordance with the appropriate instructional/non-instructional rates as provided by Article 20 of the AFT contract. Total assignments for temporary part-time academic employees shall not exceed 60% of the hours per week considered a full-time assignment for regular employees having comparable duties. Total overload/extra pay assignments for full-time academic employees shall be in accordance with the relevant provisions of the appropriate bargaining contracts and the City College of San Francisco Faculty Handbook.

SUMMER 2003

(+: Full-time overload/extra pay)
(*: New hourly academic employee)

	Name	Department	Grant	Division
	Abma, Deanna P	Articulation	Ca Articulation Number System	Credit
	Gibbs, Caroline L	English As a Second Language	Matriculation-Credit 02-03	Credit
+	Gillette, Linda J	English As a Second Language	Matriculation-Credit 02-03	Credit
+	Moriwaki, Kathleen M	Matriculation	Matriculation-Credit 02-03	Credit
+	Tam, Mo-Shuet	English As a Second Language	Matriculation-Credit 02-03	Credit
	Tragardh, Thomas	English As a Second Language	Matriculation-Credit 02-03	Credit
	Walsh, Laura	English As a Second Language	Matriculation-Credit 02-03	Credit

G2 Summer 2003: 7

Total for G2: 7

Total Records: 111

030626 – G3
Full-Time
First Year
Contract

RESOLVED: That on the effective dates indicated, the following named academic employees be appointed as full-time faculty. Appointment shall be contingent upon verification of satisfactory physical examination, a tuberculosis clearance, and completion of appropriate District documents. Salary shall be in accordance with the current salary schedule (Contract and Regular faculty):

NAME	DEPARTMENT/CAMPUS	STATUS	REPLACEMENT FOR	EFFECTIVE DATES
BROWN, Mary	Nursing – Licensed Vocational / John Adams	First Year Contract	Carol Pandolfi U-7728-1120-1200-C FF9349	08/14/03
CAHILL, Paula	Student Health Services / Phelan	First Year Contract	Tae-Wol Stanley 125504-6460-1250-6440-C FN9720	08/14/03
CORRY, Megan	Health Care Technology / John Adams	First Year Contract	Jane Smith U-7756-1120-1200-C FF9323	08/14/03
SZAJKO, Lidia	Film / Phelan	First Year Contract	Philip Greene U-7516-1120-0100-C FF9601	08/14/03
TOEBE, Patrick	Theatre Arts / Phelan	First Year Contract	Donald Cate U-7550-1120-1000-C FF9561	08/14/03

030626 – G4
Full-Time Temporary

RESOLVED: That on the effective dates indicated, the following named academic employees be appointed as full-time temporary (long-term substitute) faculty. Appointment shall be contingent upon verification of satisfactory physical examination, a tuberculosis clearance, and completion of appropriate District documents. Salary shall be in accordance with the current salary schedule.

NAME	DEPARTMENT/CAMPUS	STATUS	REPLACEMENT FOR	EFFECTIVE DATES
LEVY, Hope	Older Adults / Mission	Full-Time Temporary (Long-Term Substitute)	R. Wood Massi U-5120-1129-6010-C FS9999	08/14/03 – 05/26/04
McLANAHAN, Amy	Mathematics / Phelan	Full-Time Temporary (Long-Term Substitute)	Roderick Thompson U-5120-1129-6010-C FS9999	08/14/03 – 05/26/04

030626 - G5
Reassignment

RESOLVED: That effective August 14, 2003, FRANCISCO, CHRISTINE, to be temporarily reassigned (100%) workload from full-time, tenured-track academic position in ESL Department to Office of the Dean of Student Affairs as a Coordinator of Mentoring and Peer Support.

030626 – G6
Amendment To Resolution

RESOLVED: That resolution 020926 – G8 Leave of Absence, be amended in part to show the following:

	NAME	DEPARTMENT/CAMPUS	CONTRACT SECTION		EFFECTIVE DATES
CHANGE FROM:	Drew, Glenda	IDST/Phelan	17.B	100%	01/13/03 – 05/23/03
TO:	Drew, Glenda	IDST/Phelan	17.B	0%	***CANCELED DUE TO RESIGNATION***

030626 – G7
Leave of Absence

RESOLVED: That for the effective dates shown the following named academic personnel be granted leave of absence:

NAME	DEPARTMENT/CAMPUS	CONTRACT SECTION		EFFECTIVE DATES
Blair, Caroline	Film Production/Ocean	17.P	20%	08/18/03 – 12/19/03
Yee, Jill	Behavioral Science/Psychology/Ocean	17.P	40%	08/18/03 – 05/26/04

030626 – G8

Department Chairperson Stipends 2003-2004

RESOLVED: That the following named supervisors be assigned additional responsibilities during the Academic year 2003-2004; payment for these responsibilities shall be the stipend amount indicated for the academic year and pro-rated to the days served.

NAME	DEPARTMENT	STEP	STIPEND
Alioto, Darlene	Social Sciences	7	9,059.00
Baird, Roger	Art	4	6,272.00
Batty-Sylvan, John	English	1	6,970.00
Berthold, Tim	Health Science	2	5,575.00
Blair, Thomas	Foreign Languages	1	6,970.00
Boegel, Tom	Computer Science	2	7,318.00
Brown, Brenda	Counseling - New Student	2	5,575.00
Brown, Steven	Environmental Horticulture and Floristry	2	2,091.00
Brownsey, Maureen (Fall only)	Gay, Lesbian, and Bisexual Studies	1	1,743.00
Cabral, Barbara	Interdisciplinary Studies	7	3,894.00
Chavaria, Frederick	Latin-American Studies	3	2,501.00
Clark, Sunny	Student Health Services	7	5,574.00
Collins, Susan	Theater Arts	6	3,546.00
Dawydiak, Cecile	Nursing	7	7,316.00
Diaz, Jorge	Aeronautics	5	4,878.00
Duggan, James Bradley	Physical Education and Dance	7	9,059.00
Fa, Angelina	Asian-American Studies	7	3,894.00
Fong, May	Consumer Education	7	5,574.00
Fong, Raymond	Chemistry	1	3,484.00
Gonzales, Juan	Journalism	7	3,894.00

030626 – G8 (Cont.)

Department Chairperson Stipends 2003-2004

RESOLVED: That the following named supervisors be assigned additional responsibilities during the Academic year 2003-2004; payment for these responsibilities shall be the stipend amount indicated for the academic year and pro-rated to the days served.

NAME	DEPARTMENT	STEP	STIPEND
Guichard, Margaret	Health Care Technology	7	7,316.00
Hamilton, Ed	Culinary Arts and Hospitality Studies	7	5,574.00
Hess, Darrel	Earth Sciences	7	3,894.00
Hoenisch, Charles	Administration of Justice/Fire Science	7	5,574.00
Hom, Calvin	Biological Sciences	3	7,665.00
Jenkins, Alvin	Extended Opportunity Programs and Services	4	4,529.00
Jew, Carl	Counseling - Transfer Student	2	2,091.00
Johnson, Paul	Disabled Students Program and Services	3	5,924.00
Kao, Lancelot	Astronomy	4	2,850.00
Lamha, Carmen	Computer Networking and Information Technology	1	6,970.00
Law, Joshua	Asian Studies	1	1,743.00
Leber, Lorraine	Graphic Communications	3	4,181.00
Lum, Jerry	Architecture	5	3,198.00
Macri, Ben	Automotive/Trade Skills	2	5,575.00
McAllister, Keith	Mathematics	7	9,059.00
McAteer, Robert	Photography	5	4,878.00
McKnight, Lindy	Counseling - Continuing Student	2	5,575.00
Nance, Glenn	African-American Studies	7	3,894.00
Nelson, Anna	Dental Assisting	7	3,894.00
Oldham, Mary	Business	3	7,665.00

030626 – G8 (Cont.)
Department Chairperson Stipends 2003-2004

RESOLVED: That the following named supervisors be assigned additional responsibilities during the Academic year 2003-2004; payment for these responsibilities shall be the stipend amount indicated for the academic year and pro-rated to the days served.

NAME	DEPARTMENT	STEP	STIPEND
Paz, Leo	Philippine Studies	7	3,894.00
Podenski, Francine	Broadcast Electronic Media Arts	7	3,894.00
Quadra, Indiana	Career Development and Placement Center	4	2,850.00
Rico, Stephen	Child Development and Family Studies	7	7,316.00
Rosenthal, Nadine	Learning Assistance	7	5,574.00
Saniee, Fariborz	Engineering and Technology (Welding)	7	5,574.00
Seymour, Sharon	English as a Second Language	7	9,930.00
Shardlow, George	Behavioral Sciences	7	7,316.00
Shields, Bill	Labor Studies	7	3,894.00
Simon, Leslie	Women's Studies	3	2,501.00
Sneed, Jane	Transitional Studies	1	5,227.00
Thornton, Kyle	Diagnostic Medical Imaging/Radiologic Oncology Technologies	1	1,743.00
Torres, Chita	Vocational Nursing	3	5,924.00
Wilner, Lorraine	Fashion	3	4,181.00
Wong, Paul	Counseling - International Student	2	2,091.00
Yee, David	Physics	6	5,226.00

CITY COLLEGE OF SAN FRANCISCO
50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: June 26, 2003

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **Academic Employees**
Credit Program/Non-Credit Program
Categorically Funded
City College of San Francisco
(Resolutions 030626-H1-H2)

BACKGROUND INFORMATION:

Resolutions 030626-H1-H2 cover categorically funded temporary academic employees appointments and/or other related personnel transactions pursuant to the provision of California Education Code #87470. All Appointments are classified as temporary, when services are required and funds are provided. Board of Trustees approval is required.

The following resolutions are recommended for adoption.

Clara Starr, Originator

BOARD OF TRUSTEES
DR. ANITA GRIER, PRESIDENT • LAWRENCE WONG, ESQ., VICE PRESIDENT • DR. NATALIE BERG
JOHNNIE L. CARTER, JR. • MILTON MARKS III • JULIO J. RAMOS, ESQ. • RODEL E. RODIS • RICHARD CANTORA, STUDENT TRUSTEE
DR. PHILIP R. DAY, JR., CHANCELLOR

RESOLUTION 030626-H1 TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC EMPLOYEES: Categorically Funded.

RESOLVED: That the following named persons be appointed to temporary part-time academic assignments for the semester, department and grant shown. Employment is pursuant to Education Code section 87470 and contingent upon funds available in the applicable Grant/Contract. Employment is contingent upon adequate class enrollment, possession of applicable required minimum qualifications and/or applicable credential, tuberculosis clearance, assignment availability under Article 13-1 of the AFT contract and completion of all District documents necessary to establish eligibility for appointment. Salary shall be in accordance with the appropriate instructional/non-instructional rates as provided by Article 20 of the AFT contract. Total assignments for temporary part-time faculty shall not exceed 60% of the hours per week considered a full-time assignment for regular employees having comparable duties. Total overload/extra pay assignments shall be in accordance with the relevant provisions of the appropriate bargaining contract and the City College of San Francisco Faculty Handbook.

SPRING 2003

(+: Full-time overload/extra pay)
(*: New hourly academic employee)

	Name	Department	Grant	Division
	Best, Graham	Computer Networking & InfoTech	WIA-H1B Technical Skill Grant	Credit
+	Brown, Eleanor R	English	Partnership for Excellence	Credit
	Cabading, Leon F	Counseling New Students	CCSF-Foundation/Koret-Basic Skills	Credit
+	Chan, Marcia J	English As a Second Language	English Literacy & Civic Ed Grnt Y2	Credit
	Delgado, John F	English	Partnership for Excellence	Credit
+	Ho, Karen	Counseling New Students	CCSF-Foundation/Koret-Basic Skills	Credit
+	Kudsi, Omar S	Vocational Education	The CA Endowment Welcome Back YR2	Credit
	Lamha, Carmen	Computer Networking & InfoTech	WIA-H1B Technical Skill Grant	Credit
	Langon, Janet I	English As a Second Language	SFDHS/Chinese CAA-VESL Construction	NonCredit
+	Osborne, Elliott Clau	Counseling New Students	CCSF-Foundation/Koret-Basic Skills	Credit
+	Osborne, Marie J	Counseling New Students	CCSF-Foundation/Koret-Basic Skills	Credit
+	Rizzo, John C	English As a Second Language	English Literacy & Civic Ed Grnt Y2	Credit
+	Schultz, Gabriella T	Teachers' Resource Center	ABE 321 Workforce Investment 02-03	Credit
+	Wilson, Joan	English	Partnership for Excellence	Credit
	Yu, Howard K	Counseling New Students	CCSF-Foundation/Koret-Basic Skills	Credit

H1 Spring 2003: 15

SUMMER 2003

(+: Full-time overload/extra pay)
(*: New hourly academic employee)

	Name	Department	Grant	Division
	Abma, Deanna P	Vocational Education	Vatea IIIE Tech Prep 02-03	Credit
	Alvarado, Salvador	Teachers' Resource Center	ABE 321 Workforce Investment 02-03	Credit
	Anderson, Byron E	Vocational Education	ECO-CACT 02-03 CT#01-302-009	Credit
	Anderson, Byron E	Vocational Education	ECO-ATTC 02-03 CT#01-301	Credit
	Ayala, Rene	Teachers' Resource Center	ABE 321 Workforce Investment 02-03	Credit
	Balestreri, Katherine K	Contract Education	Eco-Workplace 02-03 CT#01-312-008	Credit
	Bartholomew, Muriel I	Contract Education	SFDHS-Edgewood Training 02-03	NonCredit
	Becker, Kimberly L	Contract Education	SFDHS-Edgewood Training 02-03	NonCredit
+	Bixler, Camilla	Mentoring & Service Learning	Partnership for Excellence	Credit
	Burt, Tracy C	Contract Education	SFDHS-Edgewood Training 02-03	NonCredit
	Byk, Lynn R	Student Health	Student Health Fees	Credit
	Cahill, Paula J	Student Health	Student Health Fees	Credit

SOLUTION 030626-H1

TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC
EMPLOYEES: Categorically Funded.

	Campos-Rojas, Marcia A	Teachers' Resource Center	ABE 321 Workforce Investment 02-03	Credit
	Carrese, John Matt	Contract Education	SF Hotel Partnership Proj-3	Credit
+	Chan, Marcia J	English As a Second Language	English Literacy & Civic Ed Grnt Y2	Credit
+	Chin, Tina W	English As a Second Language	English Literacy & Civic Ed Grnt Y2	Credit
+	Chung, Catherine C	Mentoring & Service Learning	USDE/Tempe Project Shine 02-03	Credit
+	Clark, Sunny L	Student Health	Student Health Fees	Credit
	Conahan, Barbara J	Student Health	Student Health Fees	Credit
+	Corbie, Terrence	Contract Education	SFDHS-Edgewood Training 02-03	NonCredit
	Cull, Patricia A	Mission Campus	Partnership for Excellence	Credit
	De Cordova, Andre M	Counseling Continuing Students	CCSF-Foundation/Koret-Basic Skills	Credit
	Donovan, Sharon Mari	Child Dev. & Family Studies	Children Council-Mayor's Office	Credit
	Edwards, Sam J	Student Health	Student Health Fees	Credit
	Evans, Brenda T	Student Health	Student Health Fees	Credit
	Fredericks, Diane L.	Teachers' Resource Center	ABE 321 Workforce Investment 02-03	Credit
	Freitas, Jacqlyn M	Contract Education	SFDHS-Edgewood Training 02-03	NonCredit
+	Garfinkle, Joan M	Cal Works	Calworks Program 02-03	Credit
+	Garfinkle, Joan M	Cal Works	Temp Assist for Needy Family 02-03	Credit
+	Gibson, Nina G	Mentoring & Service Learning	Partnership for Excellence	Credit
	Granoff, Sheila M	Teachers' Resource Center	ABE 321 Workforce Investment 02-03	Credit
	Guillen-Nunez, Edith	Contract Education	SFDHS-Edgewood Training 02-03	NonCredit
+	Harris, Julie	Counseling Continuing Students	CCSF-Foundation/Koret-Basic Skills	Credit
	Ho, Lillian Y	Teachers' Resource Center	ABE 321 Workforce Investment 02-03	Credit
	Hoffman, Camille S	English As a Second Language	English Literacy & Civic Ed Grnt Y2	Credit
	Holsten, Matthew e	English As a Second Language	English Literacy & Civic Ed Grnt Y2	Credit
	Hovanesian, Suzanne A.	English As a Second Language	English Literacy & Civic Ed Grnt Y2	Credit
	Huot, Bophany L	Teachers' Resource Center	ABE 321 Workforce Investment 02-03	Credit
	Ingersoll, Francis	Contract Education	SFDHS-Edgewood Training 02-03	NonCredit
+	Johnson, Elaine A	Biological Sciences	Biolink:NATE-Biotech	Credit
+	Johnson, Gregory A	Career Link	WIA/Pic SF Assessment Center	Credit
	Kearsley, Jeanne	Teachers' Resource Center	ABE 321 Workforce Investment 02-03	Credit
	Krost, Mary Robe	Contract Education	San Francisco Airport Comm - 39	Credit
	Krost, Mary Robe	Contract Education	San Francisco Airport Comm - 39	NonCredit
+	Kuizenga, Elizabeth	English As a Second Language	ABE 321 Workforce Investment 02-03	Credit
+	Lallas, James M	Vocational Education	Vatea IIIE Tech Prep 02-03	Credit
	Langon, Janet I	English As a Second Language	SFDHS/Chinese CAA-VESL Construction	NonCredit
	Lardie, Rayne N	English As a Second Language	English Literacy & Civic Ed Grnt Y2	Credit
	Lau, Pennie S	Contract Education	SF Hotel Partnership Proj-3	Credit
	Levin, Stephanie I	English As a Second Language	English Literacy & Civic Ed Grnt Y2	Credit
	Lewis, James Benn	Vocational Education	Vatea IIC 02-03	Credit
	Liu, Debra R	Teachers' Resource Center	ABE 321 Workforce Investment 02-03	Credit
	Loo, Josephine S	Vocational Education	Vatea IIIE Tech Prep 02-03	Credit
	Lyau, Pamela W	Contract Education	ECO-CFE 02-03 CT#01-305-002	Credit
-	McCarthy, Denise Kath	Teachers' Resource Center	ABE 321 Workforce Investment 02-03	Credit
	McCauley, Kerry L	Teachers' Resource Center	ABE 321 Workforce Investment 02-03	Credit
	McCrosky, Stephen	Student Health	Student Health Fees	Credit
	McCuskey, Sarah C	Student Health	Student Health Fees	Credit
-	McDaniel, Lillian J	Teachers' Resource Center	ABE 321 Workforce Investment 02-03	Credit
	Messina, Tamera Ann	Financial Aid	Calworks Program 02-03	Credit
	Messina, Tamera Ann	Financial Aid	Temp Assist for Needy Family 02-03	Credit
-	Mireles, Enrique	Vocational Education	Vatea IIIE Tech Prep 02-03	Credit
-	Mireles, Enrique	Career Dev & Placement Ctr	Vatea IIIE Tech Prep 02-03	Credit

RESOLUTION 030626-H1

TEMPORARY HOURLY ASSIGNMENTS - ACADEMIC EMPLOYEES: Categorically Funded.

+	Mireles, Enrique	Learning Assistance	Vatea IIIE Tech Prep 02-03	Credit
+	Mogar, Mariannina	Contract Education	SFDHS-Edgewood Training 02-03	NonCredit
	Murphy, Deborah S	Teachers' Resource Center	ABE 321 Workforce Investment 02-03	Credit
+	Nagura, Diane	Contract Education	SFDHS-Edgewood Training 02-03	NonCredit
	Nielsen, Leif	Teachers' Resource Center	ABE 321 Workforce Investment 02-03	Credit
	Okamoto, Nancy	Student Health	Student Health Fees	Credit
	Owyang, Gregory K	Contract Education	SFDHS-Edgewood Training 02-03	NonCredit
	Padilla, Rodolfo	Contract Education	SFDHS-Edgewood Training 02-03	NonCredit
+	Picar, Deborah J	Vocational Education	WIA-Muni Career Ladder	Credit
+	Racek, Barbara M	Teachers' Resource Center	ABE 321 Workforce Investment 02-03	Credit
	Redfern, Mary A	Student Health	Student Health Fees	Credit
+	Rico, Stephen M	Child Dev. & Family Studies	Children Council-Mayor's Office	Credit
+	Rosales-Uribe, Maria	Teachers' Resource Center	ABE 321 Workforce Investment 02-03	Credit
	Ruane, Susan H	Mentoring & Service Learngin, Child	CCFC/UCB Policy Analysis for CA Ed	Credit
	Ryan-Garrison, Kate	Vocational Education	WIA-Muni Career Ladder	Credit
	Sanford, Curt Neal	Teachers' Resource Center	ABE 321 Workforce Investment 02-03	Credit
+	Scholnick, Nadia F	Teachers' Resource Center	ABE 321 Workforce Investment 02-03	Credit
+	Seymour, Sharon S	Teachers' Resource Center	ABE 321 Workforce Investment 02-03	Credit
	Silverman, Herb M	Teachers' Resource Center	ABE 321 Workforce Investment 02-03	Credit
	Speraw, Andrea Ruth	Vocational Education	Vatea IIC 02-03	Credit
	Taylor, Terri	Vocational Education	WIA-Muni Career Ladder	Credit
+	Thiry, Pierre S	Computer Networking & InfoTech	WIA-H1B Technical Skill Grant	Credit
	Trego, Roland P	Teachers' Resource Center	ABE 321 Workforce Investment 02-03	Credit
+	Verdugo, Diana L	Cal Works	Temp Assist for Needy Family 02-03	Credit
+	Verdugo, Diana L	Cal Works	Calworks Program 02-03	Credit
	Wolf-Prusan, Rebecca J	Career Link	WIA/Pic SF Assessment Center	Credit
+	Wong, Kathleen J	Teachers' Resource Center	ABE 321 Workforce Investment 02-03	Credit
	Wong, Lorena E	Student Health	Student Health Fees	Credit
	Wong, Manuel K	Child Dev. & Family Studies	SFDCYF-Child Care Law Center	Credit
+	Wostner, Ulf T	Vocational Education	Vatea IIC 02-03	Credit
+	Yang, Mary W	English As a Second Language	English Literacy & Civic Ed Grnt Y2	Credit
	Yee, Edna	Student Health	Student Health Fees	Credit
+	Yiu, Winnie Lai	Financial Aid	Temp Assist for Needy Family 02-03	Credit
+	Yiu, Winnie Lai	Financial Aid	Calworks Program 02-03	Credit
	Yrun, Mario R	Bus/Office Tech/Small Bus	Contract Education Incentives	NonCredit
	Zahedi, Shaye Z	Contract Education	SFDHS-Edgewood Training 02-03	NonCredit

H1 Summer 2003: 99

Total for H1: 114

Total Records: 114

030626 – H2
Categorically Funded Full-Time Temporary Assignment
2003 - 2004

RESOLVED: That the following named academic employees be appointed to Categorically Funded Temporary Full-Time assignment pursuant to Education Code Section 87470 for the term and year shown. Appointment shall be contingent upon adequate class enrollment, possession of applicable required minimum qualifications and/or applicable credential, tuberculosis clearance, verification of satisfactory physical examination, and completion of appropriate District documents. Salary shall be in accordance with the current salary schedule. Categorically funded as indicated:

NAME	DEPARTMENT	ACTIVITY	BUDGET	EFFECTIVE DATES
ANDERSON, Byron	Vocational Education	Advanced Transportation Technology Coordinator	Advanced Transportation Technology 123388-7175-1220-6840-N 50% SF Centers for Competitive Technologies - SFCACT 123357-7175-1220-6840-N 50% FN9728	 08/14/03 – 05/26/04 08/14/03 – 05/26/04
CARRESE, John	Contract Education	Hotel Project Coordinator	128006-9210-1220-0500-N FN9661	08/14/03 – 12/19/03
DONOVAN, Sharon	Child Development & Family Studies	Project Coordinator / Instructor	213023-7334-1120-2100-N FN9677	08/14/03 – 12/19/03
HEARD, Carol	Learning Assistance Program	Monitor	Writing Success Project 121428-6430-1280-6110-C 90% 121429-6430-1280-6110-C 90% FN9748	 08/14/03 – 08/31/03 09/01/03 – 05/26/04

90

030626 – H2 (Cont.)
Categorically Funded Full-Time Temporary Assignment 2003-2004

RESOLVED: That the following named academic employees be appointed to Categorically Funded Temporary Full-Time assignment pursuant to Education Code Section 87470 for the term and year shown. Appointment shall be contingent upon adequate class enrollment, possession of applicable required minimum qualifications and/or applicable credential, tuberculosis clearance, verification of satisfactory physical examination, and completion of appropriate District documents. Salary shall be in accordance with the current salary schedule. Categorically funded as indicated:

NAME	DEPARTMENT	ACTIVITY	BUDGET		EFFECTIVE DATES
LEWIS, James	Vocational Education	Learn To Earn More Coordinator	VTEA I-C Bridge to Biotech Industry 121511-7224-1220-0400-C	30%	08/14/03 – 05/26/04
			SF Centers for Competitive Technologies – SFCACT 123357-7175-1220-6840-N	30%	08/14/03 – 05/26/04
			MUNI-SF Transit Career Ladder Partnership 121145-7114-1220-6490-N FN9654	15%	08/14/03 – 12/19/03 01/03/04 – 03/31/04
LOO, Josephine	Learning Assistance Program	Counselor	121428-6430-1442-6110-C 121429-6430-1442-6100-C FN9650	90% 90%	08/14/03 – 08/31/03 09/01/03 – 12/19/03 01/13/04 – 05/26/04
LYAU, Pamela	Contract Education	Economic Development Liaison	123506-9210-1220-7010-N FN9713		08/14/03 – 12/19/03
PROULX, Gregory	Learning Assistance Program	Instructional Coordinator / Writing Success Project	Writing Success Project 121428-6430-1220-6110-C 121429-6430-1220-6110-C FN9775	90% 90%	08/14/02 – 08/31/03 09/01/03 – 05/26/04

030626 – H2 (Cont.)
Categorically Funded Full-Time Temporary Assignment 2003-2004

RESOLVED: That the following named academic employees be appointed to Categorically Funded Temporary Full-Time assignment pursuant to Education Code Section 87470 for the term and year shown. Appointment shall be contingent upon adequate class enrollment, possession of applicable required minimum qualifications and/or applicable credential, tuberculosis clearance, verification of satisfactory physical examination, and completion of appropriate District documents. Salary shall be in accordance with the current salary schedule. Categorically funded as indicated:

NAME	DEPARTMENT	ACTIVITY	BUDGET	EFFECTIVE DATES
RACEK, Barbara	Teachers Resource Center	Coordinator	Adult Basic Education 121248-8180-1220-1500-N FN9646	08/14/03 – 05/26/04
SPERAW, Andrea	Vocational Education	VATEA Program Specialist	VTEA I-C, Compliance 121511-7173-1220-6010-S – 45% VATEA I-C, Outreach 121511-7173-1220-6470-S – 35% VTEA I-C, Staff Dev. 121511-7173-1220-6750-S – 15% VTEA I-C, Administration 121511-7173-1220-6720-S – 5% FN9758	08/14/03 – 05/26/04
VELLENO, Dianne	Child Development & Family Studies	Health Educator / State Preschool Instructor	212115-7334-1250-6920-N FN9766	08/14/03 – 12/19/03
WHITTOM, Susan	Child Development & Family Studies	Orfalea Family Foundation / Program Coordinator	213019-7334-1220-6920-N FN9637	08/14/03 – 12/19/03
WONG, Manuel	Child Development & Family Studies	Instructor/Coordinator	213902-7334-1120-2100-N FN9647	08/14/02 – 12/19/03

CITY COLLEGE OF SAN FRANCISCO
50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

N1

DATE: June 26, 2003

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: Academic Employees
Community Services Classes
City College of San Francisco
(Resolutions 030626-N1)

BACKGROUND INFORMATION:

Resolutions 030626-N1 covers appointments of academic employees to Community Service Classes and/or other related transactions pursuant to the provisions of California Education Code #78300. All appointments are classified as temporary, hourly unless otherwise stated in the resolution. Board of Trustees approval is required.

The following resolutions are recommended for adoption.

Clara Starr, Originator

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DR. PHILIP R. DAY, JR., CHANCELLOR

RESOLUTION 030626-N1

TEMPORARY HOURLY ASSIGNMENTS -
ACADEMIC EMPLOYEES: Community Services Programs

RESOLVED: That the following named persons be appointed to temporary part-time academic assignments in Community Services and related Programs pursuant to Education Code Section 78300. Employment is contingent upon adequate class enrollment, possession of applicable required minimum qualifications and/or applicable credential, tuberculosis clearance, assignment availability under Article 13-1 of the AFT contract and completion of all District documents necessary to establish eligibility for appointment. Salary shall be in accordance with the appropriate instructional/non-instructional rates as provided by Article 20 of the AFT contract. Total assignments for temporary part-time faculty shall not exceed 60% of the hours per week considered as full-time assignments for regular employees having comparable duties. Total overload/extra pay assignments for full-time faculty shall be in accordance with the relevant provisions of the appropriate bargaining contract and the City College of San Francisco Faculty Handbook.

SPRING 2003

(+: Full-time overload/extra pay)
(*: New hourly academic employee)

Name	Department	Division
Hagan, Michele E.	Community Services	NonCredit

N1 Spring 2003: 1

SUMMER 2003

(+: Full-time overload/extra pay)
(*: New hourly academic employee)

Name	Department	Division
Baysek, Greg P	Community Services	NonCredit
Begg, Connie M	Community Services	NonCredit
Breuninger, Nancy M	Community Services	NonCredit
Brooker, Barbara D	Community Services	NonCredit
Buchsbaum, Jessica G	Community Services	NonCredit
Cunningham, Rossana C	Community Services	NonCredit
Daffer, Stephanie L	Community Services	NonCredit
Djordjevich, Nada	Community Services	NonCredit
Gabbert, Margaret E	Community Services	NonCredit
Goldwach, Richard	Community Services	NonCredit
Goodheart, Marianna R.	Community Services	NonCredit
Grannis, Anne C	Community Services	NonCredit
Grauberger, Mary E	Community Services	NonCredit
Gray, Marion R.	Community Services	NonCredit
Herskovic, Daniel M	Community Services	NonCredit
Hope, Linda M.	Community Services	NonCredit
Klaassen, Jacqueline	Community Services	NonCredit
Kleindolph, Andrew J	Community Services	NonCredit
Lark-Wilson, Nyya F.	Community Services	NonCredit
Lewis, Christa M	Community Services	NonCredit
Lieb, Reddy C	Community Services	NonCredit
Lofthouse, Erin J.	Community Services	NonCredit
Long, Electra L	Community Services	NonCredit
Maia, Luciano Sonntag	Community Services	NonCredit
McMullen II, John A.	Community Services	NonCredit
Navarro, Francoise J	Community Services	NonCredit
O'Connor, Larry	Community Services	NonCredit

Overton, Ann Vincent	Community Services	NonCredit
Pastine, Francesca	Community Services	NonCredit
Peirce, Pamela K	Community Services	NonCredit
Pucci, Alicia	Community Services	NonCredit
Reguzzoni, Franco	Community Services	NonCredit
Reisberg, Mira	Community Services	NonCredit
Rich, Lawrence A	Community Services	NonCredit
Ruben, Jacqueline J	Community Services	NonCredit
Ruiz de la Pena, Marth	Community Services	NonCredit
Sandkuhler, Iris Evely	Community Services	NonCredit
Scotta, Elizabeth M	Community Services	NonCredit
Shain, Allen I.	Community Services	NonCredit
Simons, Mark S.	Community Services	NonCredit
Simpson, Glen D	Community Services	NonCredit
Stellman, Christopher	Community Services	NonCredit
Tabarracci, Jenny	Community Services	NonCredit
Tatz, Mark J	Community Services	NonCredit
Toth, Andrea	Community Services	NonCredit
Valesco, Frances K.	Community Services	NonCredit
Van der Valk, Anna-Lis	Community Services	NonCredit
Vaughn, Leslie A	Community Services	NonCredit
Whitman, Patricia T.	Community Services	NonCredit
Whitmore, Tina	Community Services	NonCredit
Wilk, John R	Community Services	NonCredit
Willard, Deborah A	Community Services	NonCredit
Wisniewski, Nina L.	Community Services	NonCredit
Woodman, Catherine L	Community Services	NonCredit
Ziemann, Mark J.	Community Services	NonCredit

N1 Summer 2003: 55

Total for N1: 56

Total Records: 56

CITY COLLEGE OF SAN FRANCISCO
50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: June 26, 2003 **P1**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: **POLICY MANUAL**
Notice of Intention to Amend the SFCCD Policy Manual
Section 1.05 - Meetings
(Resolution No. 030626-P1)

BACKGROUND INFORMATION:

By Board Resolution 011025-S2, the Board directed the Chancellor to set-up a public meeting/public records advisory committee. The Chancellor did so, drawing on the expertise of community and staff persons. This committee met numerous times and issued a Report which was adopted by the Board by Resolution 020627-S7. The report made numerous recommendations concerning public records and public board meetings. It also recommended that the District's policy manual statement be amended. This resolution responds to that recommendation. The specific changes referred to in the wording of the policy have already been implemented.

RECOMMENDATION:

RESOLVED: That notice is hereby given that the following proposed amendment to the San Francisco Community College District Policy Manual, Section 1.05 – Meetings, shall be acted upon at the August 28, 2003 meeting of the Board of Trustees;

That SFCCD Policy Manual Section 1.05 – Meetings, shall be amended read as follows: (NOTE: Additions or substitutions are indicated by ***bold italic*** and deletions are indicated by ~~strike over~~). (See following pages).

Ronald Lee, Originator

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PM 1.05 MEETINGS

A. Order of Business for Regular Meetings may be as follows:

I. Roll Call
II. Pledge of Allegiance
III. Approval of Minutes (if available)
IV. Adoption of Resolutions Agenda
V. Approval of Consent Agenda Items as Listed
VI. Special Presentations (if scheduled)
VII. Monthly Financial Report
VIII. Action On Other Resolutions Agenda Items
IX. Report from Constituent Groups
- Academic Senate
- Associated Students
- Classified Senate

X. Board of Trustees' Report
XI. Chancellor and Staff Reports
XII. Requests to Speak
XIII. Adjournment

The order of business may be revised at any meeting when, in the discretion of the President, such revision will benefit the public and/or order of the meeting. In the conduct of its business, the procedure of the Board will be governed by the policies set forth in this manual, or if not covered hereby then by the Robert's Rules of Order, Revised, however, no procedural rules or rulings shall operate to invalidate otherwise lawful actions of the Board.

B. Preparation for Meetings. At least seventy-two (72) hours before a regular meeting, an agenda shall be posted containing a brief general description of each item of business to be transacted or discussed at the meeting, including closed session items. The agenda for Board meetings shall be delivered to Board members at least seventy-two (72) hours prior to the time of regular meetings and at least twenty-four (24) hours prior to the time of special meetings. ***All resolutions are subject to amendment and replacement pursuant to applicable law.*** Resolutions proposed by individual Board members must obtain the concurrence of two (2) other Board members. However, items requiring Board action which do not appear on the agenda may be acted upon under any of the following circumstances: 1. At least four (4) Board members determine that an emergency situation exists, 2. Two-thirds of the members of the Board present at the meeting, or if less than two-thirds of the members are present, a unanimous vote of those members present determine that there is a need to take immediate action and that the need for immediate action came to the attention of the District subsequent to the agenda being posted, or 3. The matter was posted on an agenda for a prior meeting occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken. Prior to discussing any item pursuant to these three exceptions, the Board shall publicly identify the item. An emergency situation shall mean: (a) Work stoppage or other activity which severely impairs public health, safety, or both, as determined by a majority of the members of the legislative body. (b) Crippling disaster which

severely impairs public health, safety, or both, as determined by a majority of the members of the legislative body. Agenda items appearing on the published agenda may be removed by a majority vote of the Board. The Agenda shall be posted at the entrance door at 33 Gough Street and ***at the entrance to*** ~~in~~ the lobby of Conlan Hall at City College of San Francisco, 50 Phelan Avenue, at least seventy-two (72) hours prior to the time of the regular meetings and at least twenty-four (24) hours prior to the time of special meetings and these sites shall be the official posting locations of all Board agendas. ***The agenda shall also be posted on the District's web site.*** In addition, to the extent practicable, the agenda shall be posted in other facilities and sites as listed in the Administrative Regulations. A notice identifying the location, date, and time of the regular meeting shall be posted at the official posting locations at least ten (10) days prior to the meeting and shall remain so posted to and including the time of the meeting. ***The meeting notice shall also be posted on the District's web site.***

A member of the public may place an item on the Board agenda for regular meetings if the item relates directly to District business and is a matter of public concern, and if a written request is received in the Chancellor's Office no later than noon three full calendar weeks in advance of a regular Board meeting, and to avoid repetitive additions to the agenda, if the subject matter has not previously been submitted for the agenda within the past three months. In the interest of effective management of meeting time, no person shall place more than two items on any single regular agenda without justifying, to the satisfaction of the Chancellor, the necessity of including additional items on that agenda as opposed to later agendas. The Chancellor shall determine whether the specific matter is directly related to the business of the District. Items which have been properly submitted and verified as related to the business of the District will be addressed in the "Requests to Speak" portion of the agenda or otherwise at the conclusion of all other District business on the agenda. The member of the public who properly submits an agenda item will be allowed up to three (3) minutes at the meeting to present the information to the Board. Following this presentation, the Board may, but is not required to address the issue, may put the issue on a future agenda for more discussion and possible action, or may refer the issue to the administration.

C. **Voting.** The vote, by Roll Call, shall be taken and recorded when demanded by any member, or as otherwise required by law.

D. Adoption of Policies. Any policy may be adopted by the Board, be amended or repealed by an affirmative vote of four members at any meeting, providing notice of said intended action has been given at a previous meeting. Any policy or bylaw which is regulatory as to the Board but is not otherwise required by law may be suspended temporarily by a vote of at least five (5) members or of all those members present if four members are present, if such suspension is in the best interest of the District.

E. **Reports.** Board members requesting reports must do so through the President of the Board with the concurrence of at least two (2) other Board members.

F. Recording Minutes of Meeting. As records of Board actions at meetings, the minutes shall contain only resolutions and ultimate actions of the Board, but if any Trustee desires to have any additional matter included, he/she must submit a written statement with a request that it be

included in the minutes. For regular meetings, there shall also be a tape recording of the proceedings and/or some other means of maintaining a permanent record of the proceedings. For special meetings, to the extent possible, there shall also be a tape recording of the proceedings and/or some other means of maintaining a permanent record of the proceedings.

Records of all business transacted and of all policies and regulations or other controls enacted by the Board shall be set forth in full in the official records of the District, which shall be the official public records of Board actions.

G. Regular Meetings of the Board. One or more meetings shall be held each month, at the regular meeting place of the Board, 33 Gough Street, San Francisco, except that a regular monthly meeting may be adjourned in accordance with the law. The Board may also meet at other District locations served by the District or at other locations outside the District as provided by law.

H. Special Meetings of the Board. Such meetings may be called by the presiding officer of the Board or by a majority of the members of the Board by delivering personally or by mail written notice to each Board member and to appropriate media. Such meetings shall be within District boundaries except as otherwise provided by law. ***Notices of such meetings and agenda will be posted as described in the foregoing.***

I. Meetings Open to the Public. All meetings of the Board, including committees, shall be open to the public *except* as *otherwise* provided by law. ***The Board recognizes the right of the public to be informed about Board meetings and of the public's right of access to public meetings.***

J. Meetings Closed to the Public. All closed session shall be closed to the public. Closed sessions may be held in accordance with the law. Closed sessions can be held during a regular or special meeting.

K. Quorum. A quorum for the conduct of Board business shall consist of four (4) members. No official action may be taken when a quorum is absent.

L. Granting the Privilege of the Floor. ***A member of the public may address the Board at a Board meeting as follows.*** A person desiring to speak shall be recognized by the Chair only after complying with the following procedures:

For matters appearing on the agenda, an individual desiring to address the Board must complete a "Request to Address Board" card, completing the information thereon including the subject to be addressed. If there is to be a written report presented, a copy (ies) shall be submitted in advance to the Chancellor.

Any person desiring to address the Board on non-agenda items must also complete the "Request to Address Board" card and will be recognized at the end of the agenda. Only items directly related to District business may be presented. Cards for these purposes are available in the Office of the Chancellor and also at the Board meeting. Completed cards should be presented to the Board President prior to the beginning of the meeting. As a matter of courtesy, the Board encourages

people to notify the Chancellor's Office in advance of the Board meeting of their intention to address the Board. Prior to calling for a vote on an item before the Board, the Presiding Officer shall determine if speaker cards have been submitted for that item. Persons who have submitted cards prior to the consideration of the item shall be called upon by the Presiding Officer. Persons who address the Board may address only the agenda item being considered and shall have up to three minutes for comments. Should another person who has submitted a request to speak card in advance of consideration of the item wish to forego speaking on that item, he or she may grant his or her speaking time to another speaker who has also submitted a request to speak card, but in no event shall any speaker have more than two allotments (totaling up to six minutes) of speaker time on any item. However, in order to facilitate the completion of District business, the Presiding Officer may also limit the total length of time allotted to the speakers on a given topic or agenda item which may reduce the individual speaker's time on the topic or item. Speaking too long, being unduly repetitious, or discussing irrelevances disrupt the meeting, and may result in the forfeiture of speaking opportunities during the meeting.

The President of the Board reserves the right of determining the order of the speakers and changing the order of the agenda if it will be of benefit to the public and/or the order of the meeting.

Undue interruptions or other interferences with the orderly conduct of Board business cannot be allowed. Defamatory or abusive personal remarks which disturb or impede the meeting or exceed the bounds of civility necessary to the conduct of District business are always out of order. However, the Board shall not prohibit public criticism of the policies, procedures, programs, or services of the District, or of the acts of omissions of the Board.

The President may terminate the speaker's privilege of address if after being called to order, he or she persists in improper conduct or remarks, or if the speaker fails to speak on the subject matter for which the privilege of the floor was granted.

No oral presentation shall include charges or complaints against any employee of the Board, or otherwise present information, which does not relate directly to the topic at hand or which disrupts or impedes the meeting. All formal charges or complaints against an employee, for which a specific grievance or complaint process is not otherwise available, shall be in writing and signed by the person making the charge and shall be filed with the Chancellor who shall, after investigation, take or recommend appropriate action. There shall be no oral presentation or discussion of confidential formal charges or complaints in open public meetings of the Board on non-agenda items or unless otherwise required by law.

Comments or presentations made by members of the public to the Board do not necessarily reflect the opinion of the Board or of its individual members, nor does the Board necessarily endorse or sanction such comments or presentations. Persons who address the Board on matters of their choosing are solely responsible for the content of such comments or presentations.

CITY COLLEGE OF SAN FRANCISCO
50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: June 26, 2003 **P2**

TO: Board of Trustees

FROM: Trustees Julio Ramos, Milton Marks, Lawrence Wong

SUBJECT: **Policy Manual**
Amending the SFCCD Policy Manual By Adding Section 7.13 - Prohibiting the Sale of Tobacco Products on City College of San Francisco Campuses.
(Resolution No. 030626-P2)

BACKGROUND INFORMATION:

No BI Tobacco! (No On Big Industry Tobacco!) is a student-led advocacy coalition based at City College of San Francisco working to end financial ties the College holds with the tobacco industry. No BI Tobacco! is urging City College to implement a written policy to permanently cease the sale of tobacco products on campus, and have this policy stated explicitly in CCSF's vendor policies.

NO BI Tobacco! Is an advocacy project funded by Latino Issues Form (LIF) and the San Francisco Department of Public Health through funds received from Proposition 99.

WHEREAS: It is the mission of City College of San Francisco to create and maintain an environment for learning that promotes respect for and appreciation of scholarship, freedom, human diversity, and the cultural mosaic of the City of San Francisco and the Bay Area, and

WHEREAS: City College of San Francisco supports and promotes through research, education, policy and advocacy the heath and well-being of the CCSF community, the people of San Francisco and population around the world, without regard to race, ethnicity, age, creed, gender or sexual orientation, and

WHEREAS: City College of San Francisco stands behind the maxim emblazoned on the school, "The Truth Shall Make You Free", thus promoting education and awareness of the campus community, and

WHEREAS: Transnational tobacco companies continue to ignore and avoid reports and warnings from respected public health authorities worldwide (i.e. World Health Organization, the Centers for Disease Control) about the

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addictive and deadly nature of tobacco, and also continue to mislead the public concerning the hazardous affects of their products, and

WHEREAS: A global health epidemic in tobacco use has begun, where in developed countries, smoking kills more than alcohol, AIDS, car accidents, accidents at work, all other drug (legal and illegal), murder, suicide and drowning combined, and

WHEREAS: Transnational tobacco companies, knowledgeable of the deadly health effects of tobacco and the legal consequences of illegal and unethical marketing, as brought about by litigation, have continued to market tobacco products *to all populations* via such tactics as event sponsorship, increased advertising in magazines geared towards these targeted populations, gifts of cigarettes and the raffling of prizes such as cars and vacations, particularly in poorer countries, and

WHEREAS: Transnational tobacco companies have decidedly placed profit and self beneficial trade laws before public health concerns worldwide, exemplified by their litigation against countries that have tried to impose advertising regulations to protect their public's health and their opposition to pro-health regulations in the Framework Convention on Tobacco Control, the first ever global treaty to address the global tobacco epidemic, and

WHEREAS: The single largest community targeted for marketing and advertising by transnational tobacco companies in San Francisco and around the world is the 18-24 young adult age group; and

WHEREAS: It is a purpose of the Board of Trustees of CCSF to create and implement policies that are in the best interest of the CCSF community.

WHEREAS: San Francisco Community College District Policy Manual Section 1.05 D reads in part as follows: "Adoption of Policies. Any policy may be adopted by the Board, be amended or repealed by an affirmative vote of four members at any meeting, providing notice of said intended action has been given at a previous meeting

WHEREAS: Notice was given at the May 29, 2003 Board meeting that the proposed amendment to the San Francisco Community College District Policy Manual, Section 7.13, would be acted upon at the June 26, 2003 meeting of the Board of Trustees;

THEREFORE BE IT RESOLVED: That SFCCD Policy Manual Section 7.13 – Prohibiting the Sale of Tobacco Products on City College of San Francisco Campuses shall be added to read as follows: (NOTE: Additions or substitutions

are indicated by ***bold italic*** and deletions are indicated by ~~strike-over~~). (See the following page).

RECOMMENDATION:

FURTHER BE IT RESOLVED: This Policy, when adopted, shall be stated in the City College of San Francisco District Policy Manual, as well as printed in the City College of San Francisco course catalogue.

Originators: Trustees Julio Ramos, Milton Marks, Lawrence Wong

PM 7.13 PROHIBITING THE SALE OF TOBACCO PRODUCTS ON CITY COLLEGE OF SAN FRANCISCO CAMPUSES

The Board of Trustees of the San Francisco Community College District hereby establishes a permanent policy prohibiting the sale of tobacco products on campus, including all campus stores and vending trucks located on City College of San Francisco property.

CITY COLLEGE OF SAN FRANCISCO
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DATE: June 26, 2003

S1

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: SPECIAL
Adoption of CCSF Education Master Plan
(Resolution No. 030626-S1)

BACKGROUND INFORMATION:

The College Education Master Plan contains the long-term education plans for student development and academic affairs divisions of the college. The Education Master Plan is a compilation of the plans of each educational unit starting at the department level and includes schools and campuses. Also included are the education plans for student development, and the collegewide and library technology plans.

The Education Master Plan serves as one of the pillars of the college's planning and budgeting system. It provides detailed directions for the College's educational activities and will inform the annual planning activities of all College units. Both the accrediting commission and State Title Five Regulations require that all community colleges develop and maintain education master plans.

Organization of the Plan
The Plan contains four sections. Section I focuses on planning initiatives for the entire college; Section II has school-wide plans that detail education plans for each department within each school. Section III contains nine campus-wide plans. The Student Development Master Plan is in Section IV. Section V is the college technology plan. Section VI contains the Library Technology Plan.

To facilitate the planning process, the schools, campuses and student development units used an education planning framework consisting of four sections.

- Section One provides a brief profile of the education unit including the mission and current programs and services.
- Section Two identifies the special issues and opportunities each unit will be facing during the next three to five years, and the new directions the unit wishes to take to respond to the issues and opportunities.

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- Section Three discusses objectives and activities including development of new programs and courses and the maintenance or modification of current ones.
- Section Four concludes with a description of projected resources needed to fulfill the objectives including student support services, technology, facilities and staffing.

Planning Process

The planning activities of the schools, campuses and student services units rest upon three premises. The first premise is that implementation of most of the plans contained in the Education Master Plan will require the support of the college's shared governance system. The second premise is that the plans are focused upon programmatic—not structural--changes that should enhance existing departments and campuses. Third, the plans should reinforce the development of City College as a single college, multi-campus district.

The Planning and Budgeting Council (PBC) in collaboration with the Office of Research, Planning and Grants, initiated this education planning activity during the 1999/2000 academic year by asking each school and campus to develop an education plan. In addition, the PBC asked the Student Development Division to review each school and campus plan as a foundation for building its own plan

The first draft of the Education Master Plan was completed in March 2001. Since the draft did not contain critical sections on technology, it was not presented to the Board of Trustees for approval.

The current plan contains the college's technology plan and the library technology plan as well as updates from the school and campus deans.

The initial draft plan of February 2001 as well as the current draft plan have been reviewed by the Planning and Budgeting Council and the Education Committee of the Board of Trustees. Both the initial and the current drafts were also reviewed by department chairs and deans as well as members of the Chancellor's Cabinet. Copies of the Education Master Plan were available for review by all members of the college community through hard copies drafts in the CCSF libraries as well as an online version.

This resolution approves the adoption of the CCSF Education Master Plan by the Board of Trustees for the period June 2003 through June 2004.

SHARED GOVERNANCE REVIEW:

Yes__X____; No_____; If yes, which committee: Planning and Budgeting Council
Date of review: February/March, 2003

Due to large size of the Plan and college budgetary constraints a limited number of copies of the Education Master Plan are available at the following offices:

Chancellor's Office: Conlan 200
Vice Chancellor for Academic Affairs: Cloud 308
Vice Chancellor for Student Development: Conlan 207
Vice Chancellor for Finance and Administration: Gough Street

The Plan is also available on the college's web site at the following address:

http://www.ccsf.edu/Offices/Research_Planning/pdf/edplan03.pdf

Copies of the Education Master Plan will also be available at the Board of Trustees meeting on Thursday, June 26, 2003.

RECOMMENDATION:

RESOLVED: That the Board of Trustees adopts the CCSF Education Master Plan and mandates the Chancellor to take all necessary steps to implement the plan working within the framework of the college Planning and Budgeting System under the authorize and continued oversight of the Board of Trustees.

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Originator: Philip R. Day, Jr., Chancellor

EDUCATION MASTER PLAN—SPRING 2003
SUMMARY OF ADDITIONS AND MODIFICATIONS
SINCE SPRING 2001

The full version of the Education Master Plan is located at the following URL:
http://www.ccsf.edu/Offices/Research_Planning/planning_college.htm

Additions to the Education Master Plan

- Technology Plan
 This plan contains a mission, goals and vision statement and strategic goals, objectives and Activities in the areas of,
 1. Educational Technology Services
 2. Network Services
 3. Administrative Information Services
 4. IT Management and Operations

- Library Technology Plan
 The library technology plan contains a mission and service statement and identifies three major goals with objectives and activities in the areas of,
 1. Information Resources
 2. Instructional Resources
 3. Infrastructure and Facilities
 4. Human Resources

Modifications to the Education Master Plan

- Collegewide Initiatives
 In section 4 on expanding professional/staff development activities:
 1. Expand access to information resources, library instructional services and information competency strategies.
 2. Expand opportunities for faculty to infuse multicultural perspectives into the curriculum.

- School Plans: Change of Format
 School Deans provided updates and modifications to each of the school plan objectives and activities. A new format for each school plan enables the reader to review the status of each school objective and activity. Throughout the seven school plans, the reader will find numerous reports on the completion or progress on current objectives and activities.

- Campus Plans: Change of Format
 Campus Deans provided updates and modifications to each campus plan. Like the school plans, the campus plans have a new format that enables the reader to review the status of each objective and activity. The nine campus plans contain numerous reports on completion or progress on current objectives and activities.

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DATE: June 26, 2003 **S2**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **SPECIAL**
Acceptance of Proposed Chinatown/North Beach Campus Program Document, dated June 2003 (Resolution No. 030626-S2)

BACKGROUND INFORMATION:

In November 2002 the District hired the joint venture firm of Esherick Homsey Dodge & Davis (EHDD) /Barcelon + Jang for programming, design, and construction observation of the new Chinatown/North Beach Campus. The EHDD/B + J design team, in close consultation with the Chinatown Campus staff, Facilities Planning, Friends of the Columbo Building, and the Chancellor developed the proposed Program Document. The Program Document details the size, use, and special features of each room in the building, along with each room's relationship with other rooms based upon the educational specifications stipulated by the campus faculty and Design Review Committee which includes the Friends of the Columbo Building. A schematic cost estimate is included in this document to verify that the proposed program fits within the established budget. This document was endorsed by the Chinatown/North Beach Campus Staff as well as the members of the Design Review Committee. A copy of the Educational Program Specifications is at the Chancellor's Office and the Vice Chancellor for Finance and Administration office for your review.

SHARED GOVERNANCE REVIEW:

Yes___ ___; No_____; If yes, which committee: _____
Date of Review _____

RECOMMENDATION:

RESOLVED: That authorization be hereby given to proceed with the Chinatown/North Beach project in accordance with the Proposed China Town/North Beach Campus Program Document, dated June 2003, and

Peter Goldstein, originator

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CITY COLLEGE OF SAN FRANCISCO
50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

DATE: June 26, 2003 **S3**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **SPECIAL**
Acceptance of Proposed Mission Campus Program Document, dated June 2003 (Resolution No. 030626-S3)

BACKGROUND INFORMATION:

In January 2000 the District hired the joint venture firm of Cervantes Design Associates and Kendall Young Architects for programming, design, and construction observation of the new Mission Campus. The Architectural Design Team, in close consultation with the Mission Campus, faculty, staff, and Facilities Planning, developed the proposed Program Document. The Program Document details the size, use, and special features of each room in the building, along with each room's relationship with other rooms based upon the educational specifications stipulated by the campus faculty and Design Review Committee/Building Committee. This document was endorsed by the Mission Campus Staff as well as the members of the Design Review Committee. A copy of the Educational Program Specifications is at the Chancellor's Office and the Vice Chancellor for Finance and Administration office for your review.

SHARED GOVERNANCE REVIEW:

Yes___ ___; No_____; If yes, which committee: _____
Date of Review _____

RECOMMENDATION:

RESOLVED: That authorization be hereby given to proceed with the Mission Campus project in accordance with the Proposed Mission Campus Program Document, dated June 2003.

Peter Goldstein, originator

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DATE: June 26, 2003 **S4**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **SPECIAL**
Acceptance of Proposed Final Project Proposal (FPP) Ocean Avenue Campus Classroom/Lab Complex/Theater, Music & Arts Program Facility, dated June 2003
(Resolution No. 030626-S4)

BACKGROUND INFORMATION:

In December 2002 and May 2003 the District hired Merle E. Cannon and K2A Architects (SLBE) prepare a final project proposal (FPP) to the State Chancellors Office. Submission and approval of a FPP to the State Chancellor's Office is necessary to receive state funding. Merle Cannon and K2A Architects in close consultation with faculty, facilities Planning, and the Chancellor developed the proposed Final Project Proposal for the Ocean Avenue Campus Classroom/Lab Complex/Theater, Music & Arts Program Facility. The Final Project Proposal details the size and use of the proposed faculty and estimates the probable project costs. This document represents the Districts application to the State for state funding participation of this project. The FPP is required to be submitted July 1, 2003 for consideration for funding at the next state bond on November 2006. A copy of the FPP is at the Chancellor's Office and the Vice Chancellor of Finance and Administration office for review.

SHARED GOVERNANCE REVIEW:

Yes___ ___; No_____; If yes, which committee: _____
Date of Review _____

RECOMMENDATION:

RESOLVED: That authorization be hereby given to submit the Proposed Final Project Proposal (FPP) Ocean Avenue Campus Classroom/Lab Complex/Theater, Music & Arts Program Facility, dated June 2003 to the Office of the State Chancellor, California Community Colleges.

Peter Goldstein, originator

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DATE: June 26, 2003 **S5**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: SPECIAL:
Recommend Adopting an Amendment to Board of Trustees Resolution No. 030214.S6 Addressing Modified Wage Rates and Other Terms and Conditions of Employment for Unrepresented Classified Management, Supervisory, and Confidential Employees for Fiscal Year 2002-2003 and Fiscal Year 2003-2004
(Resolution No: 030626-S5)

BACKGROUND INFORMATION:

The administration maintains a record of all unrepresented classified "Management," "Supervisory," and/or "Confidential" classifications, or persons or positions within classifications (hereinafter "employees") consistent with its obligation under the Educational Employment Relations Act (EERA, Government Code Section 3540 et seq.). The Board of Trustees previously adopted modified wage rates and other terms and conditions of employment for employees for Fiscal Year 2002-2003 and Fiscal Year 2003-2004 pursuant to Board of Trustees Resolution No. 030214.S6. The Chancellor has subsequently determined that (1) it would be in the best interests of the College to modify a single aspect of the General Wage Increase provision only to afford him the flexibility to effectively deal with personnel transition issues, (2) such modification will not result in any additional cost to the College.

SHARED GOVERNANCE REVIEW:

Yes:_____; No:__X___; if yes, which committee: _____
Date of Review: _____

RECOMMENDATION:

RESOLVED: That the Board of Trustees adopts an amendment to the General Wage Increase provision only of Board of Trustees Resolution No. 030214.S6 as follows (additions are underlined):

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General Wage Increase

The wage rates in effect as of July 1, 2002, shall be increased across the board by four percent (4.0%), effective June 30, 2004 (non-retroactive).

Employees who retire with an effective date between September 1, 2002, and June 30, 2003, shall receive a retroactive increase of four percent (4%); this four percent increase shall cover the period from September 1, 2002, through June 30, 2003, as appropriate. The Chancellor in his sole discretion may adjust the effective dates herein to provide a retroactive increase of four percent (4%) for a maximum ten-month period for employees who retire with an effective date no later than December 31, 2003.

FURTHER BE IT RESOLVED: That all other provisions of Board of Trustees Resolution No. 030214.S6 shall continue unchanged.

FURTHER BE IT RESOLVED: That the Chancellor and the Vice Chancellor of Administration and Finance, and/or their designee(s) are hereby authorized and directed to implement this Resolution and to submit any necessary finance resolutions to fund implementation of this Resolution.

Originator: Peter Goldstein

CITY COLLEGE OF SAN FRANCISCO
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DATE: June 26, 2002 **S6**

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: SPECIAL
Approval of Recommendation for Granting of Early Tenure.
(Resolution No. 030626-S6)

BACKGROUND INFORMATION:

The AFT-District Collective Bargaining Agreement provides for the awarding of early tenure to faculty who satisfy the exceptional circumstances criteria found in Exhibit K. Exceptional circumstances are inclusive of having received tenure at another accredited institution, possessing reputational qualities within a particular field of study worthy of state/national/international recognition, or having provided the District many years of service with documented evidence of sustained performance and involvement at a truly exceptional level.

Based on the criteria set forth in the AFT-District Collective Bargaining Agreement, the following instructors have been recommended by their respective Tenure Review Evaluation Committees to the Chancellor for early tenure:

Suzannah Bray	English Department
Andrew Chandler	Architecture Department
Bob Davis	Music Department
Diane Fredericks	Transitional Studies Department
Ni Hornor	Mathematics Department

RECOMMENDATION:

RESOLVED: That the above City College of San Francisco instructors be granted early tenure in accordance with the procedures set forth in Article 9 (Evaluation) of the AFT-District Collective Bargaining Agreement.

Dr. Brian E. Ellison, Originator

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Date: June 26, 2003 **S7**

To: Board of Trustees

From: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: SPECIAL

The Honorable Board of Trustees of the San Francisco Community College District expresses its heartfelt appreciation for the many contributions made the faculty retiring this academic year. (Resolution No. 030626 – S7)

BACKGROUND INFORMATION:

WHEREAS: Susan Abarca (DSPS), Charles W. Ashley (Photography), John Bardaro (Social Sciences), Edmund Bedecarrax (Biology), Patricia Bozin (New Student Counseling), Jean E. Bramer (New Student Counseling), Christine Bunn (ESL), Gerard T. Carfantan (Foreign Languages), Kay Cerone (Business), Jack Cerone (Transitional Studies), Patricia J. Davis (Learning Assistance), Bess A. Devone (Child Development and Family Studies), Andrea B. Elzie (Child Development and Family Studies), Sharon F. Fain (New Student Counseling), Sandra J. Fullerton (ESL), Kirk L. Gibson (Computer Science), Nina G. Gibson (ESL), Jacqueline W. Green (Foreign Languages), Raymond Gregains (Physical Education and Dance), Charles R. Houck (DSPS), Penelope A. Larson (Institute for International Studies), Diana Nancy Lee (ESL), Marie M. Lee (Child Development and Family Studies), Stephen Levinson (English), Valerie L. Mathes (Social Sciences), George L. Mendonsa (Business), Thomas G. Munro (Business), Philip W. Paulsen (Rosenberg Library Audio/Visual), Daniel Peck (Transitional Studies), Rebecca R. Reilly (DSPS), Eloise W. Rivera (English), Susan Rouder (Social Sciences), Gabriella Schultz (Transitional Studies), Robert Siegel (ESL), Sixta C. Simpliciano (ESL), Kathryn J. Summers (Nursing), Javier Toruno (Foreign Languages), Norman R. Whitlatch (Physics), and Anthony D. Woods (English) have dedicated numerous years to serving the academic goals of thousands of City College of San Francisco students;

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RECOMMENDATION:

RESOLVED: That the Board of Trustees of the San Francisco Community College District, on behalf of the faculty, students, classified and administrators of City College of San Francisco, expresses sincerest appreciation for their exemplary work and commitment to students, and further expresses best wishes in whatever future endeavors they may seek.

Dr. Natalie Berg, Originator
Dr. Anita Grier, Originator
Milton Marks III, Originator

CITY COLLEGE OF SAN FRANCISCO
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TABLED FROM 05/29/03 Board Meeting

Date: June 26, 2003 **W1**

To: Board of Trustees

From: Dr. Philip R. Day, Jr., Chancellor

Subject: **REAL ESTATE**
Authorization to lease space from the Community Center Project, at a cost not to exceed $7.50 per hour of classroom use and $87.50 per week or any part of a week starting Jan 1, 2004 and continuing through June 30, 2004 at which time rent may be revisited by mutual agreement between the Center and the District
(Resolution No: 030626-W1)

BACKGROUND INFORMATION:

The Board of Trustees approved a rental agreement with the Lesbian/Gay/Bisexual/Transgender (LGBT) Community Center Project in June of 2000 through Board Resolution No. 000622-W1. The rental rate agreed upon at that time was $3.25 an hour and was similar to what the College paid to the Unified School District on an hourly basis. Starting July 1, 2003, rent per hour paid to Unified School District will be $6.06. In March of 2003 the Board approved a raise from $3.25 an hour to $5.00 an hour for the LGBT.

Since then, a new Executive Director of the Community Center has been hired and the Center is reviewing all of its contracts and leases to help it deal with a large budget deficit. The Director has determined that $5.00 an hour, does not fully cover the Center's cost of renting classrooms to CCSF.

Classes offered at the Community Center have been very popular and serve a broad spectrum of students. The administration agrees that the hourly rent should be adjusted to reflect a more equitable rate. The subject of District rental is complex and sensitive. The Dean of Administrative Services recently provided additional background information to Chancellor Day and the Board of Trustees on District rentals in his memo dated June 11, 2003 (see attached).

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RECOMMENDATION:

RESOLVED: That the Board of Trustees authorizes a new lease with the Community Center Project, at a cost not to exceed $7.50 per hour of classroom use and $87.50 per week or any part of a week for used office space starting Jan 1, 2004 and continuing through June 30, 2004 at which time rent may be revisited by mutual agreement between the Center and the District, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designees are hereby authorized to execute such a lease agreement on behalf of the San Francisco Community College District.

Stephen J. Herman, Originator

CITY COLLEGE OF SAN FRANCISCO

ADMINISTRATIVE SERVICES

33 GOUGH STREET • SAN FRANCISCO, CA 94103 • 415. 241.2327 • FAX 415. 241.2378

Memo

To: Dr. Philip R. Day, Jr.
Chancellor

From: Stephen J. Herman, Dean
Administrative Services

CC: Peter Goldstein

Date: June 16, 2003

Re: District Rentals

This memo is intended to provide you and the Board of Trustees with general information regarding District rentals and to address three specific rental situations that are different from last fiscal year: 1) Episcopal Church of Incarnation; 2) the Lesbian/Gay/Bisexual/Transgender Community Center and 3) Mission Language Vocational School.

The subject of District rentals is complex and sensitive. As a landlord, the District does have standard rates it charges for the use of District classrooms, laboratories, etc., These were set many years ago by the Buildings and Grounds Department and should be reviewed and raised accordingly. As a tenant, the District enters into negotiations with landlords and tries to work with the landlord on establishing a fair, equitable and justifiable rent.

As a tenant, our relationship with each landlord varies. Establishing a relationship with a partner, CBO or other landlord generally starts with a request from the instructional side of the house. Instructional deans, campus Deans and/or the Vice Chancellor of Academic Affairs decide that for a variety of reasons it is beneficial to the District and the community at large to offer classes at a community site. Occasionally the Vice Chancellor of Academic Affairs will determine that a rented site is no longer needed and classes will no longer be offered at the site. In some cases we partner with the landlord and there is little expectation on the part of the landlord for reimbursement. Many of these types of sites receive yearly minimal rents ranging from $100 to $500 per year. By paying even a small amount of rent, the District can receive additional reimbursement for our FTES at these rented sites. Rates are generally agreed upon depending on the number of classes and the FTES generated at these sites.

In some cases, we rent space and the landlord asks for more than just a minimal yearly rent. The District does what it can to negotiate fair and reasonable rates taking into consideration the asking price of the landlord. As expected, these rents vary considerably because of the asking price of the landlord. Unified School District rents, for example, have been derived

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over a long period of negotiations. Rents at sites where we have exclusive use for a long term are negotiated for the long term period and, like the Unified School District rents, sometimes have CPI or escalators built into future years.

There are three sites that represent a change in rent or circumstances: 1) Episcopal Church of Incarnation; 2) the Lesbian/Gay/Bisexual/Transgender Community Center and 3) Mission Language Vocational School.

1) Simply put, the pastor at Episcopal Church of Incarnation requested a $50 per month increase in the rent we pay and he was not willing to take less. Since we want to remain at this site, I am recommending the increase.

2) When the Lesbian/Gay/Bisexual/Transgender Community Center was forming, City College was asked to provide classes for the site and the LGBT Community. Dean Bruce Smith and I had a number of meetings with the executive director on establishing a presence at the site and rental rate. Since the building has opened, the classes have been very successful. The LGBT Center began to review its bottom line and requested an increase in rent. We rent two rooms, one of which is a computer laboratory complete with computers and software. We would charge $10 per hour for the classroom and $20 for the computer laboratory if we were renting our rooms. We were paying the LGBT Center $3.50 an hour for both rooms and agreed to increase the rent (which the Board approved) to $5.00 an hour for both rooms starting July 1.

 The executive director was recently replaced and staff of the LGBT Community Center contacted the District to say that their Board was requesting $10.00 per hour for each room. Explaining the District's financial situation for this coming year, I was able to negotiate the rent at $5.00 per room for the fall semester with an increase to $7.50 starting the spring semester. This is still less than we would charge if we were renting these rooms.

 One of the LGBT Community Center Board members spoke with me and agreed to place before the Board my proposal, but wanted the District Board of Trustees to approve the increase that would start spring 2004 in order that the Center could plan its budget. The LGBT Community Center board is well aware that they can ask and get approximately $40 an hour for the computer room and about $20 an hour for the regular classroom, but they are eager to maintain the partnership created by the Center and the District on behalf of the Lesbian/Gay/Bisexual/Transgender Community.

3) The Mission Language Vocational School is a site we have rented for many years. A few months ago, I was informed by the Vice Chancellor of Academic Affairs and the Dean of the Mission Campus that we have cut our program offerings in half and have gone from using two rooms to one room. I discussed this with the director of MLVS who requested that the rent remain at the current amount, even though we have cut our usage by half. In reviewing the rent, we pay about $7.10 per hour of current usage. Even though our usage is less, it is recommended at this time that we continue paying the same rent for the upcoming year to MLVS.

I hope this answers any questions the Board of Trustees has regarding a very complex and sensitive issue.

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Date: June 26, 2003 **W2**

To: Board of Trustees

From: Dr. Philip R. Day, Jr., Chancellor

Subject: REAL ESTATE
Authorization to exercise options to renew rental agreements for the use of space by the City College of San Francisco campuses for fiscal year 2003-2004
(Resolution No. 030626-W2)

BACKGROUND INFORMATION:

City College of San Francisco campuses have continued to offer classes dispersed throughout the San Francisco community through a number of rental agreements which include all maintenance, utilities and custodial services. The agreements provide options to renew. The following lessors have agreed to authorize City College of San Francisco to renew the rental agreement under the same general conditions provided for in 2002-2003 and have provided the District with a single year option to renew upon mutual consent.

RECOMMENDATION:

RESOLVED: That the Board of Trustees hereby authorizes the administration to enter into the following new yearly rental charges listed below for fiscal year 7/1/2003-6/30/2004 with a single year option to renew upon mutual consent of District and landlord.

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Lessor	Current Yearly 2002-2003	New Yearly 2003-2004
North of Market Senior Center 333 Turk St. San Francisco, CA 94102	$100	$100
Bernal Heights Community Center 515 Cortland San Francisco, CA 94110	$100	$100
Bayview Hunters Point Senior center 1706 Yosemite San Francisco, CA 94124	$100	$100
Career Development Center 655 Geary Blvd San Francisco, CA 94115	$150	$150
Continuum-United Nations 255 Golden Gate Avenue San Francisco, CA 94111	$100	$100
Creativity Explored 3245 16th St. San Francisco, CA 94110	$100	$100
Diamond Center 117 Diamond St, San Francisco, CA 94114	$100	$100
Tenderloin Child Playground 570 Ellis St San Francisco, CA 94105	$100	$100

Lessor	Current Yearly 2002-2003	New Yearly 2003-2004
Eureka Valley Recreation 100 Collingwood San Francisco, CA 94114	$100	$100
Saint Francis of Asisi 245 Guererro San Francisco, CA 94103	$100	$100
Family Service Agency 1010 Gough St San Francisco, CA 94193	$100	$100
Golden Gate Social Center 378 18th Ave San Francisco, CA 94124	$125	$125
Hinode Terrace 1615 Sutter San Francisco, CA94109	$100	$100
Jewish Home for the Aged 302 Silver Avenue San Francisco, CA 94112	$100	$100
Hamilton Senior Center 1900 Geary Blv. San Francisco, CA 94115	$100	$100
Ingleside Senior Center 1345 Ocean Avenue San Francisco CA 94112	$100	$100
Jewish Community Center 3200 California St. San Francisco, CA 94118	$100	$100

Lessor	Current Yearly 2002-2003	New Yearly 2003-2004
Kimochi Senior Center 1840 Sutter St, San Francisco, CA 94122	$100	$100
CANON 705 Natoma St. San Francisco, 94103	$100	$100
Laguna Honda Hospital 375 Laguna Honda Blvd. San Francisco CA 94119	$100	$100
Light House for the Blind 214 Van Ness Ave. San Francisco, CA 94103	$100	$100
Lincoln Park Presby. Church 417 31st Avenue San Francisco, CA 94121	$100	$100
Noe Valley Senior Center 1021 Sanchez St. San Francisco, CA 94114	$100	$100
No & So Market Adult Health Center 55 Mabini St. San Francisco, CA 94110	$100	$100
On-Lok- Bush Center 1333 Bush St. San Francisco. CA 94133	$100	$100

Lessor	Current Yearly 2002-2003	New Yearly 2003-2004
Senior Drop In Center 446 Randolph St. San Francisco, CA 94132	$100	$100
On-Lok Health Center 1441 Powell St. San Francisco, CA 94133	$100	$100
On-Lok Senior Services Center 1000 Montgomery San Francisco, CA 94133	$100	$100
Petroro Hill Center 953 De Haro St. San Francisco, CA 94107	$100	$100
Pine View Senior Self Help 1483 Mason St. San Francisco, CA 94132	$100	$100
Beacon Center 450 Raymond San Francisco, CA 94134	$100	$100
Richmond Senior Center 741 30th Ave. San Francisco, CA 94121	$100	$100
Recreation Center for the Handicap 207 Skyline San Francisco, CA 94132	$150	$150

Lessor	Current Yearly 2002-2003	New Yearly 2003-2004
Rocky Mountain Co-Op 15 Beaver St. San Francisco, CA 94116	$150	$150
San Francisco Senior center 890 Beach St. San Francisco, CA 94109	$200	$200
Seven Avenue Presby. Church 1329 7th Avenue San Francisco, CA 94122	$100	$100
S.F. Rehabilitation Center 1500 Howard St. San Francisco, CA 94103	$250	$250
S. F. Vocational services 814 Mission St. Suite 60 San Francisco, CA 94108	$150	$150
Self help For The Elderly Nutrition and Senior Center 407 Sansome St. San Francisco, CA 94107	$100	$100
Saint Mary's Adult Day Health 35 Onondaga San Francisco, CA 94112	$100	$100
San Francisco Senior Center Downtown – B 481 O'Farrell San Francisco, CA 94103	$100	$100

Lessor	Current Yearly 2002-2003	New Yearly 2003-2004
Western Addition Farmily Center 1390 ½ Turk St. San Francisco, CA 94115	$175	$175
Visitation Valley Senior Center 66 Raymond St. San Francisco, CA 94134	$700	$700
Walden House 815 Buena Vista West San Francisco, CA 94117	$100	$100
YMCA- Mission Center 4080 Mission St. San Francisco, CA 94112	$100	$100
YMCA- Stonestown Center 333 Eucalyptus Dr. San Francisco, CA 94108	$100	$100
YMCA – Richmond Center 360 18th Ave. Richmond, CA 94103	$100	$100

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Stephen J. Herman, Originator

CITY COLLEGE OF SAN FRANCISCO
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Date: June 26, 2003 **W3**

To: Board of Trustees

From: Dr. Philip R. Day, Jr., Chancellor

Subject: REAL ESTATE
Authorization to exercise options to renew rental agreements for the use of space by the City College of San Francisco campuses for fiscal year 2003-2004 (Resolution No. 030626-W3)

BACKGROUND INFORMATION:

City College of San Francisco campuses have continued to offer classes dispersed throughout the San Francisco community through a number of rental agreements which include maintenance, utilities and custodial services. The agreements provide options to renew. The following lessors have agreed to authorize City College of San Francisco to renew the rental agreement under the same general conditions provided for in 2002-2003 and have provided the District with a single year option to renew upon mutual consent.

RECOMMENDATION:

RESOLVED: That the Board of Trustees hereby authorizes the administration to enter into lease agreements with the individual organizations listed at the following monthly rates for the periods indicated with a single year option to renew upon mutual consent of district and landlord.

Location	Old Rate Monthly	New Rate Monthly	Period
Casa de la Raza 90 Bartlett street San Francisco, CA 94110	$1,300	$1,300	08/01/03-5/30/04

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Location	Old Rate Monthly	New Rate Monthly	Period
Ebenezer Lutheran Church 678 Portola Drive San Francisco, CA 94127	$1,050	$1,050	08/01/03- 5/30/04
Episcopal Church of Incarnation 1750- 29th Avenue San Francisco, CA 94122	$807	$857	08/01/03-5/30/04
Family Connections 2565 San Bruno Ave. San Francisco, CA	$225	$225	08/01/03-5/30/04
First Chinese Baptist Church 1-15 Waverly Place San Francisco.CA 94108	$2,800	$2,800	08/01/03-5/30/04
Golden Gate Lutheran Church 3689 19th Street San Francisco, CA 94110	$800	$800	08/01/03-5/30/04
Mission Language Vocational 2929 - 19th Street San Francisco, CA 94110	$991	$991	08/01/02-5/30/04
ON LOK Day Services 225- 30th Street San Francisco, CA 94131	$230	$230	08/01/02-5/30/04
St. Paul Presbyterian Church 1399 - 43rd Avenue San Francisco, CA 94122	$1,100	$1,100	08/01/03-5/30/04

Location	Old Rate Monthly	New Rate Monthly	Period
Telegraph Hill Neighborhood Center 660 Lombard Street San Francisco, CA 94133	$50	$50	08/01/03-5/30/04
Park Presidio United Methodist Church 4301 Geary Blvd San Francisco, CA 94118	$2,200	$2 ,200	08/01/03-5/30/04
What a Racquet 295 Junipero Sierra Blvd. Daly City, CA 94015	$1,160	$1,160 per semester	07/01/03- 06/30/04
YMCA Chinatown 855 Sacramento Street San Francisco, CA 941088	$450	$450	08/01/02-5/30/03

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Stephen J. Herman, Originator

CITY COLLEGE OF SAN FRANCISCO
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Date: June 26, 2003 **W4**

To: Board of Trustees

From: Dr. Philip R. Day, Jr., Chancellor

Subject: **REAL ESTATE**
Authorization for a Long Term Ground Lease with SFUSD for the entire property occupying Block 3636 bounded by Valencia, 22nd, and Bartlett Streets at a cost of $7.5 million
(Resolution No. 030626 – W4)

BACKGROUND INFORMATION:

Earlier this year the San Francisco Unified School District (SFUSD) Board of Education authorized the Superintendent of Schools to enter into a long-term ground lease agreement with City College for the entire property occupying Block 3636 bounded by Valencia, 22nd, and Bartlett Streets (see attachment A). Under the proposed lease the College would have the opportunity to construct its new Mission Campus on the site with a combination of a new building and rehabilitation of an existing structure. The College would pay the SFUSD $7.5 million up front for the right to proceed with the project. Additional terms of the lease agreement would allow the Downtown High School to remain at the Bartlett Street site for up to thirty years without rental charges and up to an additional thirty years at 50% of market rental rate , and would also allow the Phoenix High School to be located at a College-owned location that is compliant with the state's Field Act for up to fifteen years at no cost. The College has offered space at the Evans Campus for this program. The College has also reached additional "Points of Understanding" with SFUSD regarding the future of the College's 33 Gough Street property, which include an opportunity for the College and the SFUSD to undertake a joint development project at the site (see Attachment B).

The funds needed to pay for the ground lease will come from a combination of sources including proceeds from the disposal of the property the College currently owns at 2550-2560 Mission Street, the unspent portion of the 1997 bond allocation for property acquisition, unallocated interest earned from the 1997 bond issue, and rents collected from district-owned properties. The specific allocations from each source will be presented to the Board for ratification when the College makes the $7.5 million payment later this year.

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DR. PHILIP R. DAY, JR., CHANCELLOR

RECOMMENDATION:

RESOLVED: That authorization be hereby given to enter into a long-term ground lease with the SFUSD for the entire property occupying Block 3636 bounded by Valencia, 22nd, and Bartlett Streets for a period of seventy-five years, and

FURTHER BE IT RESOLVED: That as a part of this long-term agreement the College would allow the Downtown High School to remain at its current site for a period of up to thirty years without rental charges and up to an additional thirty years at 50% of market rental rate, and the College would also allow the Phoenix High School to be located at a College-owned location that is compliant with the state's Field Act for up to fifteen years without rent, and

FURTHER BE IT RESOLVED: That all components of the College's offer described in Attachment B are authorized as well, and

FURTHER BE IT RESOLVED: That proceeds from the disposal of the property the College currently owns at 2550-2560 Mission Street, unspent portion of the 1997 bond allocation for property acquisition, the unallocated interest earned from the 1997 bond issue, and rents collected from the tenants who currently rent district-owned properties will be used to pay the cost of this long-term lease, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration, and/or their designees are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution, *however, no actions will be taken until the College has fully complied with the requirements of the California Environmental Quality Act.*

Peter Goldstein, Originator

ATTACHMENT A

Second Reading

Subject: Resolution No. 32-25A12
Entering into a Long Term Ground Lease with City College of San Francisco for the Property Located at 106 and 110 Bartlett Street
- Commissioners Emilio B. Cruz and Mark Sanchez

WHEREAS: San Francisco Unified School District promotes and encourages our students to consider higher education, and

WHEREAS: The City College of San Francisco has been actively attempting to build a new Mission Campus, and

WHEREAS: The San Francisco Unified School District staff and City College of San Francisco staff have been in negotiations over the long-term ground lease of the property located at 106 and 110 Bartlett Street, which is owned by SFUSD, and

WHEREAS: The creation of this campus will benefit the members of that community by making higher education more immediately accessible.

THEREFORE BE IT RESOLVED: That the Board of Education authorizes the Superintendent of Schools to enter into a long-term ground lease agreement with City College of San Francisco for the site located at 106 and 110 Bartlett Street with the following minimum provisions:

a) City College will pay, upon execution of the agreement, $7,500,000 to SFUSD,
b) The term of the lease shall be a ground lease for 75 years. ~~with a 25 year option,~~
c) The SFUSD Downtown High School shall be housed at the site for 30 years at no cost to SFUSD,
d) SFUSD will have the option to extend the Downtown High School use of the property for an additional 30 years under a lease agreement which would be 50% of the market rental rate,
e) Phoenix High School shall be housed at a Field Act compliant site owned or operated by the City College of San Francisco for 15 years at no cost to SFUSD, and
f) SFUSD will have access to programming and air-time of the City College Television network for the purposes of promoting education and District Programs and Policies.

FURTHER BE IT RESOLVED: That the Board of Education commends the Superintendent and her staff, as well as the staff of City College, for working diligently to come to terms and reaching an agreement which will benefit not only the San Francisco Unified School District and City College of San Francisco, but more importantly, benefit the communities that we serve.

2/25/03

Please Note:
- > Referred to the Buildings, Grounds, and Services Committee, Budget and Business Services Committee, and Rules, Policy, and Legislation Committee by order of the Chair on 2/25/03.
- > Taken up by the Budget and Business Services on 3/6/03. Consensus to forward to the Board, as amended, without recommendation.
- > Taken up by the Rules, Policy, and Legislation Committee on 3/10/03. Forwarded to the Board without recommendation.

ATTACHMENT B

CITY COLLEGE OF SAN FRANCISCO
50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

Date: March 25, 2003

To: Arlene Ackerman
Superintendent of Schools

From: Philip Day, Jr.
Chancellor, City College of San Francisco

Re: Additional Points of Understanding Relating to City College's Offer for the Bartlett/22nd Street property

I am pleased to offer for your consideration the following points of understanding regarding City College's offer for the Bartlett/22nd Street property:

- City College would, whenever possible, give preference in filling its available child-care slots to children referred by the SFUSD, or to children whose parents work for the SFUSD.
- City College would agree to grant SFUSD "a right of first refusal" at a fair and equitable price with respect to any proposed sale of the 33 Gough Street property, currently owned by City College, for a period of five years, commencing with the starting date of City College's ground lease for the Bartlett/22nd Street property.
- City College and SFUSD would seek to jointly develop the 33 Gough Street property to provide space for City College's current administrative functions as well as sufficient space for a SFUSD academic/administrative program. The window of opportunity for this joint development effort would begin when the SFUSD's "right of first refusal" expires, and it would terminate after a period of five years.
- City College will provide the SFUSD with an option to acquire the 33 Gough Street property after the joint development period expires, and said option will continue for five years thereafter. This option would be at a fair and equitable price, and said option when exercised would be at a price that would not exceed the then-current appraised value. Should SFUSD exercise its option to purchase, it would provide City College with reasonable advance notice.

All other conditions offered by City College's in its February 6th letter regarding the Bartlett/22nd Street property remain available to you.

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CITY COLLEGE OF SAN FRANCISCO AND
SAN FRANCISCO UNIFIED SCHOOL DISTRICT
PROPOSED PARTNERSHIP RELATED TO EATV CH-27

Additionally, City College would provide for an expanded engagement of SFUSD with EATV CH-27 program/operations. Specifically, this would include:

- Establishment of a Joint Oversight Advisory Committee representing SFUSD and City College personnel to oversee and guide the emerging partnership in this area.

- Commitment to cablecast videotaped programs that SFUSD produces and provides to head end operations.

- Host at least two SFUSD student interns each semester who can be engaged in learning opportunities at the head end operations each semester. If students are concurrently enrolled in SFUSD/City College courses, they will be eligible for Student Lab aide financial support.

- City College would install an upstream site at the New Mission Campus to be shared by SFUSD and City College. This allows live cablecast direct from that particular site onto EATV Channel 27.

- City College would establish a Media Studies Center at New Mission Campus with small TV Flash Studio, a digital radio station to be streamed on the Internet and facilities for an electronic student newspaper. New Center could be a program element of the proposed Middle College Initiative for DHS/City College.

- City College would offer special courses, e.g. CCSF-BEMA's--BCST 140 Video Production for SFUSD students. Resulting student projects would be aired on EATV-Channel 27.

- Produce monthly (weekly, if possible) "Education Issues" magazine program featuring SFUSD and City College programs, services, and personnel (including Board members).

- Produce (with SFUSD) a weekly one-hour live interactive multi-lingual Homework Hotline Program for SFUSD students.

- City College would commit future bond funds to assist in planning construction and equipping a new state-of-the-art digital technology-based Production Facility for EATV Channel 27, jointly operated by SFUSD and City College. SFUSD would be expected to contribute at least 50% of cost unless SFSU also joins in the effort. Then the commitment would be 1/3 for each partner.

CITY COLLEGE OF SAN FRANCISCO
50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • 415. 239.3000

Date: June 26, 2003 **W5**

To: Board of Trustees

From: Dr. Philip R. Day, Jr., Chancellor

Subject: **REAL ESTATE**
DECLARATION OF INTENTION TO SELL REAL PROPERTY
(Resolution No. 030626-W5)

BACKGROUND INFORMATION:

WHEREAS, the San Francisco Community College District may, pursuant to the provision of California Education Code section 81360, sell real property belonging to it which will not be needed by the District for school classroom buildings, and

WHEREAS, the San Francisco Community College District owns real property in the City and County of San Francisco, located at 2550-2560 Mission Street, which will not be needed by the District as a school classroom building.

RECOMMENDATION:

NOW, THEREFORE, BE IT RESOLVED: That the San Francisco Community College District declares that it intends to sell the property it owns at 2550-2560 Mission Street, San Francisco, California, and more particularly described on the attached Exhibit A. The minimum price for the sale of the property shall be **$ 2.5 Million**. The terms of the sale are all cash to seller at the close of escrow, together with the buyer's assumption of the leasehold obligations to which the property is subject.

BE IT FURTHER RESOLVED: Pursuant to California Education Code section 81372 that the duties described in California Education Code section 81370 and 81371 shall be performed by Mr. Peter Goldstein, Vice Chancellor of Finance and of the San Francisco Community College District. On **November 25, 2003,** at 2:00 p.m., in **the Auditorium**, 33 Gough Street, San Francisco, California, Mr. Goldstein will open sealed proposals to purchase and will call for oral bids to purchase the above-referenced real property.

BE IT FURTHER RESOLVED: That this date may be amended by a future action of the Board of Trustees to ensure that the sale of this property does not occur prior to the College's entering into a lease with the San Francisco Unified School District for the SFUSD's property located at 22nd and Bartlett Streets.

AND BE IT FURTHER RESOLVED: That the Chancellor of the San Francisco Community College District be, and hereby is authorized in person or through his agents, to pursue the sale of the above-referenced property pursuant to the provision of Title 3, Division 7, Part 49, Chapter 2, Article 4 California Education Code, and to issue and execute all documents and instruments reasonably necessary therefore.

Peter Goldstein, Originator

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EXHIBIT A
[Property Description]

All that certain real property located in the City and County of San Francisco, State of California and more particularly described as follows:

COMMENCING at a point on the westerly line of Mission Street, distant thereon 112 feet, 3 inches northerly from the intersection thereof with the northerly line of 22nd Street; thence northerly 4E 29' 21" westerly along said westerly line of Mission Street 160 feet, 10 inches; thence southerly 81E 53' 39' westerly 160 feet, 3 inches; thence northerly 4E 29' 21" westerly 42 feet and 1/2 inch; thence southerly 85E 30' 39" westerly 90 feet to a point in the easterly line of Bartlett Street; distant thereon southerly 215 feet from the intersection thereof with the southerly line of 21st Street; thence southerly 4E 29' 21" easterly along said easterly line of Bartlett Street 208 feet, 9 inches; thence northerly 81E 43' 39" easterly 250 feet, 6-1/2 inches to the point of commencement.

DATE: June 26, 2003

FOR INFORMATION ONLY
NO ACTION NECESSARY

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: **CAPITAL OUTLAY**
Report on construction contracts under $15,000, and construction related professional services under $10,000 Office of Facilities Planning, City College of San Francisco (030626-FIO)

BACKGROUND INFORMATION:

This report is for information only as authorized by Resolution 000525-B5 regarding construction contracts that are no more than $15,000, and Resolution No. 000622-S3 regarding construction related professional services that are no more than $10,000 and to be reviewed by Board Trustees as required by the Education Code Section 81656.

1. **Cypress Security** (SLBE) – Emergency Fire Alarm Repair, Ocean Ave Campus. Providing personnel to stand fire watch while the fire alarm system was deactivated during repairs. Contract Order $10,000 funded by 1997 General Obligation Bond.

2. **KM Automated Entrances, Inc.** – 33 Gough Street Exterior Door Replacement. Replace existing doors with new doors with panic hardware. Contract Order $6,447, funded by 1997 General Obligation Bond.

3. **Value Fire Protection, Inc.** (SLBE) – Fire Sprinkler Flow Switches, Ocean Avenue Campus. Providing and installing flow switches where required to provide the District notification through the upgraded fire alarm system that there is water flow in one of the existing fire sprinkler systems. Contract Order $14,850.00, funded by 1997 General Obligation Bond.

Originator: Peter Goldstein
w/ David Liggett

FOR INFORMATION ONLY

Honorable Board of Trustees of the
San Francisco Community City College District

Subject: Report on grant activity between May 30, 2003 and June 26, 2003, City College of San Francisco.

This report is for information only on City College of San Francisco grant activity, May 30, 2003 – June 26, 2003.

Grants involving less than $500,000 and/or less than a $50,000 match:

State Chancellor's Office – If awarded funds from the State Chancellor's Office, City College of San Francisco, Child Development and Family Studies Department will offer a Foster & Kinship Care Education Program using a variety of noncredit classes to provide in-service trainings for individuals involved in the California Foster & Kinship Care system. The amount requested is $104,130 for the fiscal year, July 1, 2003 - June 30, 2004. For further information, refer to Resolution # 020829-FIO.

Sandra Handler, Originator

National Science Foundation (NSF) – CCSF's Teacher Preparation Center submitted a preliminary application to NSF's Teacher Preparation Continuum initiative to develop a pre-service teaching program focused on math and science that articulates with San Francisco State University. The preliminary request is in the amount of $1,989,249 for the period of April 1, 2004 - April 30, 2008. CCSF will submit its final proposal in September 2003.

Sandra Handler, Originator

State Chancellor's Office – CCSF's Advanced Transportation Technology Center (ATT) received an extension on its award from the State Chancellor's Office to train technicians to meet the challenges of tomorrow's imminent transportation technologies. The period of funding has been extended to September 30, 2003 in the amount not to exceed the original award of $178,875. The ATT also submitted an application for renewal to the State Chancellor's Office to continue this work. The request is in the amount not to exceed $169,930 for the period of July 1, 2003 – June 30, 2004.

Phyllis G. McGuire, Originator

State Chancellor's Office – CCSF's Center for Applied Competitive Technology (SFCACT) received an extension on its award from the State Chancellor's Office to

provide technology education, manufacturing training, and services that contribute to continuous workforce development, technology deployment and business development. The period of funding has been extended to September 30, 2003 in the amount not to exceed the original award of $178,875. The ATT also submitted an application for renewal to the State Chancellor's Office to continue this work. The request is in the amount not to exceed $169,930 for the period of July 1, 2003 – June 30, 2004.

Phyllis G. McGuire, Originator

State Chancellor's Office/VTEA – CCSF submitted an application to renew TECH PREP funding to the College for the continued development of career pathways and contextualized learning. The request is in the amount of $72,000 for the period of July 1, 2003 – June 30, 2004.

Phyllis G. McGuire, Originator

San Francisco Municipal Railway (MUNI) – CCSF received an extension on the funding period for the San Francisco Transit Career project funded by MUNI. The funding has been extended to March 30, 2004 in the amount not to exceed the original award of $350,000.

Phyllis G. McGuire, Originator

CA Department of Education/Workforce Investment Act (WIN) – CCSF received an augmentation from the CA Department of Education's Workforce Investment Act to supplement funding for ABE, noncredit ESL, Vocational ESL, and the Transitional Studies Program. The augmentation is in the amount of $133,275 for a new total award of $1,179,750. CCSF also received an extension on this funding period for a new ending date of September 30, 2003.

Gary Tom, Originator

State Chancellor's Office – CCSF's Small Business Development Center submitted a renewal to the State Chancellor's Office to continue providing small businesses technical assistance through one-on-one consulting, workshops and seminars. The request for renewal is in the amount not to exceed $140,550 for the period of July 1, 2003 – June 30, 2004.

Steven Glick, Originator

Small Business Administration – The Small Business Administration (SBA) is reorganizing how it administers funds to regions throughout the U.S. CCSF's Small Business Development Center will begin receiving a portion of its annual SBA funding in the amount not to exceed $130,130 via either San Francisco State University or San Jose State University as of July 1, 2003.

Steven Glick, Originator

State Chancellor's Office – CCSF's Real Estate Education Center received a renewal of funds from the State Chancellor's Office to provide related education and technical assistance, with a focus on student support structures and performance accountability. The renewal is in the amount not to exceed $100,000 for the period of July 1, 2003 – June 30, 2004.

Steven Glick, Originator

State Chancellor's Office – CCSF's Northern California Biotechnology Center (NCBC) submitted a renewal to the State Chancellor's Office to continue facilitating and enabling regional community college support of biotechnology-related economic development. The request for renewal is in the amount not to exceed $169,930 for the period of July 1, 2003 – June 30, 2004.

Robert S. Gabriner, Originator

Governor's Office on Service and Learning (GO SERV) – CCSF was selected by GO SERV to provide concurrently enrolled SFUSD and School of the Arts students the opportunity to explore the life and values of Cesar Chavez through the production of multi-media music videos. The award was for $26,056 for the period of March 1, 2003 – December 31, 2003. Due to state budget problems, grant funds were rescinded in Fall 2002 for the 2003 program year, and then recently reinstated.

Kristin Hershbell, Originator

State Chancellor's Office – CCSF's Workplace Learning Resource Center submitted a renewal to the State Chancellor's Office to continue providing customized workplace learning services. The request for renewal is in the amount not to exceed $169,930 for the period of July 1, 2003 – June 30, 2004.

Judy Teng, Originator

San Francisco Department of the Environment – CCSF's Recycling Program received an extension its SF Department of the Environment-Environmental Service Award for innovation in commercial recycling. The award is for the period has been extended to September 30, 2003 in the amount not to exceed $1,000.

James Keenan, Originator

U.S. Department of Education – CCSF has been awarded a second Congressional appropriation for the National Articulation and Transfer Network (NATN). This is an augmentation to the first earmark allocation, as referenced in Resolution # 020321-B15, March 21, 2002. The award of $248,375 is for the period of July 1, 2003 to June 30, 2004, and is allocated under the Fund for the Improvement of Postsecondary Education

(FIPSE) of the U.S. Department of Education USDOE). The purpose of the award is to continue the development of the national network to improve the rates of completion of postsecondary education by underrepresented African-American, Hispanic-Latino, and Native American students.

Dr. Philip R. Day, Jr., Originator

Grant-funded contracts involving $50,000 or less:

CA Department of Health Services (DHS) – The Health Services Department will utilize grants funds awarded by DHS to contract with Nora Goodfriend-Koven. Ms. Goodfriend-Koven will develop and conduct trainings for the Newcomers Health Program's Medical Interpreter Training Program. The contract is in the amount not to exceed $2,500 for the period of June 1, 2003 – September 30, 2003.

Linda Squires-Grohe, Originator

CITY COLLEGE OF SAN FRANCISCO
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FOR INFORMATION ONLY

Honorable Board of Trustees of the
San Francisco Community City College District

Subject: Report on contract activity for June 2003, City College of San Francisco.

This report is for information only on City College of San Francisco contract activity in May 2003.

Contract Education Contracts involving less than $50,000:

- Edgewood Center for Children and Families – Contract total $1,440, term May 27, 2003 to June 26, 2003, for providing two 3-day Retreat Workshops for its employees.

- Port of San Francisco – Contract total $4,500, term June 1, 2003 to June 30, 2003 for providing three days of ergonomics and injury prevention training to its employees.

- Port of San Francisco – Contract total $1,400, term July 28, 2003 to July 31, 2003, for providing two 3.5-hour "How to Make a Great Presentation" workshops.

Originator: Judy Teng

- State of California, Department of General Services, Real Estate Services, Building and Property Management Office – Contract total not to exceed $7,000 for the period June 10, 2003 to December 11, 2003. The ESL Department will provide Vocational English as a Second Language (VESL) training for janitors. This program is designed for current employees of the Building and Property Management Office.

Originator: Joanne Low

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INFORMATION REPORT
NO ACTION NECESSARY

DATE: **June 26, 2003**

TO: **Board of Trustees**

FROM: **Dr. Philip R. Day, Jr., Chancellor**

Subject: Chancellor's Report
Academic Employees
Acceptance of Resignation
(030626 – RPT)

The following academic employees have submitted, and the Chancellor has accepted, their resignations pursuant to Governing Board Resolution No. 910228-S7.

NAME	STATUS	DEPARTMENT	CAMPUS	EFFECTIVE COB DATE
Chong, Frank	Administrator	Student Affairs	Ocean	05/30/03

The following part-time academic employees have notified us of their intention to resign, and the Chancellor has accepted, their resignations pursuant to Governing Board Resolution No. 910228-S7.

NAME	STATUS	DEPARTMENT	CAMPUS	EFFECTIVE COB DATE
Forgays, Vickie Lee	Part-time	Nursing	Ocean	05/08/03
Friend, Nicholas E.	Part-time	Graphic Comm	Mission	02/15/00

Originator: Clara Starr

INFORMATION REPORT
NO ACTION NECESSARY

DATE: **June 26, 2003**

TO: **Board of Trustees**

FROM: **Dr. Philip R. Day, Jr., Chancellor**

Subject: Chancellor's Report
Academic Employees
Acceptance of Resignation
with the Intent to Retire
(030626 – RPT)

The following academic employees have submitted, and the Chancellor has accepted, their resignations pursuant to Governing Board Resolution No. 910228-S7.

NAME	STATUS	DEPARTMENT	CAMPUS	EFFECTIVE COB DATE
Bardaro, John	Full-time	Social Sciences	Ocean	05/23/03
Bedecarrax, Edmund E.	Full-time	Biology	Ocean	05/23/03
Bozin, Patricia R.	Full-time	Counseling-New Student	John Adams	05/23/03
Bramer, Jean E.	Full-time	Counseling-New Student	John Adams	05/23/03
Bunn, Christine	Full-time	ESL	Downtown	05/23/03
Davis, Patricia J.	Full-time	Learning Assistance	Ocean	05/23/03
Elzie, Andrea B.	Full-time	Child Development	John Adams	06/30/03
Gibson, Nina G.	Full-time	ESL	Ocean	06/30/03
Lee, Frances	Administrator	Vice Chancellor of Academic Affairs	Ocean	06/30/03
Rivera, Eloise W.	Full-time	English	Ocean	05/23/03
Rouder, Susan	Full-time	Social Sciences	Ocean	06/30/03
Schultz, Gabriella	Full-time	Transitional Studies	John Adams	05/23/03
Siegel, Robert	Full-time	ESL	Chinatown	05/23/03
St. John, Daniel L.	Administrator	Business Services	Gough	06/30/03
Summers, Kathryn J.	Full-time	Nursing	Ocean	05/23/03
Whitlatch, Norman R.	Full-time	Physics	Ocean	05/23/03

Originator: Clara Starr

The following part-time academic employees have notified us of their intention to resign, and the Chancellor has accepted, their resignations pursuant to Governing Board Resolution No. 910228-S7.

NAME	STATUS	DEPARTMENT	CAMPUS	EFFECTIVE COB DATE
Greggains, Raymond	Part-time	Phys Ed & Dance	Ocean	06/06/03

Originator: Clara Starr

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